

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Secondary Reading and Curriculum

QUALIFICATIONS

- Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership.
- Certification and/or endorsement in Reading or a commitment to complete the certification or endorsement within two (2) years.
- At least five (5) years successful teaching experience and at least one (1) year of successful administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to 6-12 curriculum and instruction, assessment, and student progression.
- Knowledge of all areas of Secondary curriculum and instruction with an understanding of scientifically-based researched approaches to reading instruction and related materials for all Secondary curriculum areas.
- Knowledge of the requirements of and guidance pertaining to the Florida state assessments for Reading, Math, Science, and Writing, the A+ Accountability Plan, the K-12 Comprehensive Research-Based Reading Plan and the district 6-12 instructional and assessment plans.
- Knowledge of professional development strategies and programs related to Secondary curriculum and instruction including scientifically-based researched approaches to reading instruction.
Knowledge of technology and computer applications as related to instructional integration in classrooms and for teacher and administrator professional development.
- Effective skills in oral and written communications.
- Skill in organization and time management and the ability to plan, organize, and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Director, Teaching and Learning
SUPERVISES Assigned Teachers on Assignment and Support Staff

POSITION GOAL

To manage and monitor all aspects of Secondary curriculum and instruction, with an emphasis on the integration of reading across content areas and the implementation, monitoring, and revision of the Secondary curriculum and instructional plans.

PERFORMANCE RESPONSIBILITIES

1. * Collaborate with the Elementary Curriculum Coordinator, Coordinator of Professional Development, Teaching and Learning personnel, and other district departments to ensure a systemic and structured approach to curriculum, instruction, and professional development K-12.
2. *Coordinate all efforts related to Secondary reading and curriculum, the individual Secondary instructional plans, and the Secondary component of the K-12 Comprehensive Research-Based Reading Plan, including analysis and monitoring of Secondary reading and instructional practices, curriculum programs, and resources.
3. *Coordinate Secondary curriculum and reading efforts to ensure all content areas are infused with literacy strategies, complex text, and instructional technology that will contribute to increased student achievement in reading.
4. *Analyze student performance data on a regular basis to support differentiation of Secondary instruction based on student performance and articulately communicate findings to all stakeholders.
5. *Plan, design, and implement/facilitate related professional development trainings for Secondary teachers, administrators, and educational support personnel.

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6. *Monitor FL DOE communication, identify action items, disseminate to appropriate personnel and ensure compliance with mandates.
7. *Provide for efficient and effective management of teachers on assignment and support and/or clerical staff.
8. *Collaborate with K-12 literacy and curriculum specialists and professional development personnel to ensure successful implementation of reading programs and strategies.
9. *Provide leadership in all content areas of Secondary curriculum development and work to ensure successful implementation of Secondary curriculum programs and strategies.
10. Perform other duties as assigned by the Director of Teaching and Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E **\$71,237 - \$109,172**

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 05
EEO-5 Line 03
Function Vary
Job Code 1336
Survey Code 63008

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 8, 2014
June 21, 2005

ADA Information Provided by Corbet Wilson
Position Description Prepared by Corbet Wilson