

Job Description

Job Title: Coordinator II
Early & Primary Education
Position Code : 1E15, AE15, RE15
Job Classification: Exempt

Supervisor: Supervisor II,
Curriculum & Instructions
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's early and primary education programs. Position develops the curriculum and instruction initiatives and professional development by working alongside the elementary supervisors as a member of a multi-discipline team in English, math, science, and social studies.

Essential Duties

1. Responsible for developing, implementing, and assessing the district's early and primary education curriculum as aligned with the Virginia Department of Education Standards of Learning and the Virginia Foundation Blocks for Early Learning.
2. Responsible for working with lead teachers and coaching, supporting, and guiding teachers, reading specialists, and school administrators in curriculum implementation and monitoring.
3. Assists with planning, developing, and implementing an effective structure for transition activities from early child education to elementary education.
4. Plans teacher training programs that promote best practices in instruction and assessment.
5. Assists with budget development and the selection of instructional materials and equipment, and with the implementation of innovative practices.
6. Remains abreast of professional development literature, participates in professional organizations.
7. Attends workshops related to best practices as appropriate, and disseminates information to others.
8. Assists with monitoring student assessment/test results and provides assistance to improve student performance.
9. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession. Performs any other related duties as assigned by the designated administrator.
2. Performs any other related duties as assigned by the Supervisor II – Curriculum and Instruction or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in educational curriculum and instruction or school administration. Must possess 5 years of teaching experience to include preschool and elementary levels. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must demonstrate evidence of involvement in school and division activities and committees involving leadership responsibilities beyond those

required in the classroom. Must possess an in-depth knowledge of early childhood instructional best practices, curriculum development, and adult learning theory. Must possess excellent organization and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers and administrators.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer and Braille Transcriber; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned staff (?)

Supervision Received: Supervisor II, Curriculum & Instruction

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II, Early & Primary Education will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Curriculum & Instruction or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____