



JOB DESCRIPTION

Coordinator (6-12 English Language Arts)

| | |
|--|----------------------------|
| DIVISION: Office of Schools & Academics | GRADE: 134 |
| DEPARTMENT: Teaching & Learning | WORK DAYS: Annual |
| REPORTS TO: Director (Curriculum and Instruction) | FLSA STATUS: Exempt |

POSITION SUMMARY

The Secondary (grade 6-12) English Language Arts (ELA) Coordinator provides direction and leadership for the overall administration and coordination of the ELA curriculum program and ensures the effective implementation of the Georgia Standards of Excellence. The coordinator develops, implements and monitors the secondary ELA programs within the schools, and provides leadership for district-wide literacy initiatives.

MINIMUM REQUIREMENTS

EDUCATION:

Master's degree in Education or related field required.

CERTIFICATION/LICENSE:

- Valid Georgia Professional Certification in Education Leadership required.

WORK EXPERIENCE:

- Three (3) years of classroom teaching experience required; experience at the secondary level in the field of Literacy preferred.
- Three (3) years of supervisory and/or administrative experience required.

KNOWLEDGE, SKILLS & ABILITIES

Excellent communication and interpersonal skills.

- Strong leadership skills with the ability to lead people and provide direction.
- Ability to take initiative, be detailed oriented, and highly organized.
- Proficient knowledge of instructional effective practices, balanced assessments, and data analysis.
- Knowledge of and ability to work with the Georgia Standards of Excellence for secondary ELA (grade 6-12).
- Ability to work with Microsoft Office Suite (Excel, Word, Outlook, etc.).

ESSENTIAL DUTIES

- Provides direction and leadership in the development of a comprehensive ELA curriculum for all secondary (grade 6-12) schools, including scope and sequence documents, pacing guides, units of study, and formative assessments.
- Ensures the secondary ELA program is in alignment with the Georgia Standards of Excellence for 6-12 ELA.
- Provides leadership in designing rigorous, standard-aligned lesson, and implementation of effective instructional practices to support the 6-12 ELA curriculum.
- Coordinates the selection of instructional materials (including textbooks), supplies, and equipment to support the implementation of ELA standards.
 - Develops and facilitates district and school-based professional learning for administrators, teachers, instructional aides, and parent volunteers to assist in raising the level of instructional performance and student achievement in English/Language Arts



- Supports instructional practices, where applicable, to boost the implementation of the signature programs (International Baccalaureate, STEM, and College & Career Readiness).
- Integrates social emotional learning (SEL) instructional practices within the implementation of ELA standards.
- Assists with the development of a proposed annual budget relating to curriculum development and the instructional materials needs of all secondary schools.
- Utilizes instructional technology as a critical means for delivering, assessing, and transforming the teaching and learning of ELA.
- Assists with the development of district benchmark assessments for 6-12 ELA.
- Analyzes state and district assessment data and recommends appropriate instructional modification to enhance the quality of teaching and learning in the classroom.
- Builds coherence with the PreK-5 literacy program to ensure a PreK-12 alignment.
- Collaborates with other departments within the Schools and Academic Office as well as other divisions by providing technical assistance and support in the development and/or implementation of district programs, practices, and processes.
- Performs other instructional duties as assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis.

Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Additional Work Conditions & Physical Abilities: N/A.

Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.



ATLANTA
PUBLIC
SCHOOLS