

POSITION DESCRIPTION

TITLE:	PreK-5 English Language Arts & Assessment Coordinator	SUPERVISOR:	Director of PreK/Elementary Education
DEPARTMENT:	Division of Teaching and Learning	CLASSIFICATION:	Certified

I. Accountability Objectives:

The PreK-5 English Language Arts Coordinator is responsible for providing curricular leadership for reading/language arts under the direction of Director of PreK/Elementary Education in the Division of Teaching and Learning. Position objectives include: 1) studying, evaluating, and implementing innovative techniques & methods; 2) providing leadership in the development, articulation & implementation of an exemplary curriculum/literacy program; 3) improving the instructional program through assisting with evaluation and in the coordination of a positive staff development program; and 4) assessing student achievement and cooperatively developing improvement plans.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 200 Days over 12 Months

III. Position Relationships:

Reports to: Director of PreK/Elementary Education
Coordinates with: Division of Teaching and Learning staff, principals, reading specialists, and teachers
Type of Coordination: Program development to meet PreK-5 curricular and PreK-12 assessment needs of the district

IV. Position Qualifications:

A. Required Qualifications:

Possession of, or eligibility for, Wisconsin Reading Specialist #317. Wisconsin teaching certification and a minimum of three years PreK-5 teaching experience. Master's degree in education. Graduate work in curriculum development, instruction, and assessment.

B. Desired Qualifications:

Possession of a Wisconsin Director of Instruction (10 or 15/20) or Supervision (15/20) license. Experience in staff development work and successful experience as a unit leader, department chairperson, or comparable leadership experience; experience with data management and analysis. Experience in PreK-5 curriculum development.

C. Special Requirements:

Excellent writing and public speaking skills, outstanding organizational and planning abilities, strong ability to work effectively with individuals and groups, knowledgeable in the area of instructional methods and theory, desire to serve as a team player, ability to facilitate groups, has outstanding problem solving & conflict resolution skills, excellent leadership skills.

V. Position Responsibilities:

- A. Provides leadership in curriculum & instruction for PreK-5 English Language Arts and PreK-12 common assessments.
- B. Serves as PreK-5 reading department facilitator.

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- C. Develops, coordinates, and monitors the instructional program for English Language Arts and assessment.
- D. Monitors student achievement and works with school personnel to develop improvement plans.
- E. Works with schools to develop and implement reading/language arts program models that meet and exceed federal & state grants/regulations (Title 1 A/D, SAGE, Title 2, etc.).
- F. Coordinates Continuous Improvement Model (CIM) process.
- G. Provides training and assistance for school district personnel in data collection and student-related data analysis.
- H. Provides input for the curriculum and instruction budget.
- I. Previews and assists with the selection of new PreK-5 instructional materials.
- J. Assists teaching staff with the implementation of new curriculum and instructional materials.
- K. Coordinates and/or leads staff development.
- L. Stays current through professional readings, seminars, workshops, and conventions.
- M. Monitors state and national trends and issues in student achievement and student assessment.
- N. Serves as a resource to the division of Teaching and Learning staff for a variety of electronic data management systems (e.g., Skyward, Turnleaf, WINNS, WSLs).
- O. Coordinates projects with other curriculum coordinators and administrators within the Division of Teaching and Learning.
- P. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 04/2005 (Replaces K-8 Coordinator)

Revised: 12/2009, 01/2010 (Replaces K-12 Literacy & Assessment Coordinator), 07/2010 (Replaces K-12 English Language Arts Coordinator)

Location: R:\Position Descriptions\Certified\K-12 English Language Arts Coordinator.doc

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