

**Job Title:** EYE Teacher & Secondary Language Arts Coordinator  
**Department:** Professional Learning & Development  
**Reports To:** Assessment & Learning Director  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 01



## **SUMMARY**

The EYE Teacher & Secondary Language Arts Coordinator oversees the Entry Years Enhancement (EYE) program in Kindergarten through 12<sup>th</sup> grades in Washington County School District. The program includes site visits with learning coaches, teachers and administrators (coaching/collaborative assessment, learning walks, assisting with training and modeling of teaching for new teachers). This position also coordinates and oversees secondary language arts teachers in the Washington County School District. This includes the articulation of and coordination with the state Reading/English Language Arts (ELA) Utah Core as it relates to curriculum and instruction as defined by state and district standards.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Oversees the EYE program and coordinates EYE Teacher training, including new teacher orientation.

Develops and coordinates language arts training for secondary schools.

Coordinates review of secondary language arts curriculum for district. Coordinates development of language arts common formative assessments (CFAs).

Coordinates state core alignment with classroom instruction.

Evaluates and refines program collaboratively based on formative and summative assessment data. Provides data results to administrative teams.

Coordinates state, regional, and the district's 6-12 language arts programs.

Works with regional district ELA coordinators.

Attends state language arts meetings and disseminates information. Serves on regional and state language arts committees. Serves on Professional Learning committees.

Supports Professional Learning & Development Department by attending meetings and conducting training.

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of literacy.

Participates in monthly district-level principals' meetings, and other meetings as assigned.

Assists and collaborates in the training of learning coaches.

Conducts site visits with learning coaches, teachers and administrators (coaching/collaborative assessment, learning walks, assisting with training and modeling of teaching for new teachers).

Coordinates with Special Education, English Language Learners, Title I and Mathematics Education Departments.

Assists and trains in the development of school site-based Professional Learning Communities (PLCs).

Models effective language arts instruction. Advocates for effective instruction in language arts.

Facilitates district training.

Researches and writes grants for additional language arts funding to support teachers.

Assists teachers with language arts resources. Meets individually with teachers, when requested.

Addresses and helps find possible solutions to specific concerns of groups of teachers.

Provides teachers with suggested readings and information about recent theory, research, and practices in language arts.

Corresponds with teachers on a regular basis regarding training, materials, etc.

Helps teachers with language arts strategies for low achieving learners.

Interacts with school administrators, teachers, and the public with tact, courtesy and discretion

Establishes and maintains a variety of records. Prepares letters, memoranda, reports, bulletins, handouts and other materials.

Prepares and maintains a budget.

Maintains the language arts page for the district website.

Performs a variety of clerical duties and operates a variety of technical equipment as needed.

### **SUPERVISORY RESPONSIBILITIES**

This job has indirect supervisory responsibility over the school learning coaches, mentors, and others as assigned by Assessment & Learning Director.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Master's Degree from a four-year college or university and 5 years of experience as a language arts teacher, experience as a successful presenter, and familiarity with language arts curriculum and software.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active Level 2 Utah Teaching License with English/Language Arts Endorsement.

**PHYSICAL DEMANDS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

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Prepared By: <b>Executive Director, Learning &amp; Development</b>		Date: <b>07/15/2015</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>07/29/2015</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>01/29/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assessment &amp; Learning Director</b>	Date: <b>01/30/2020</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	