

Job Title: Elementary Language Arts Coordinator I
Department: Professional Learning & Development
Reports To: Executive Director, Learning & Development
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

This position coordinates and oversees the elementary 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 in Washington County School District's Literacy Model. Language Arts programs include working with teachers to meet individual classroom needs, working with selected publishers to vet and obtain materials, coordinating ELA training by grade levels, providing ELA training for on-site coaches/department/grade level/teacher leaders, helping teachers implement best teaching practices, cognitive engagement, and 21st century skills to maximize student learning. Assists in the coordination of professional learning through training and coaching.

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.

Coordinates Kindergarten thru 5th grade ELA curriculum and instruction.

Coordinates state core alignment with classroom instruction

Conducts in-depth grade level specific training, based on district needs, as a part of a comprehensive district-wide language arts staff development plan.

Supervises development of Kindergarten thru 5th grade ELA pacing and curriculum guides for grade levels.

Provides direction and information on adopting and ordering instructional literacy materials for schools.

Coordinates state, regional, and the district's reading/K-5 literacy programs.

Manages Reading Endorsement courses.

Coordinates early literacy assessments. Coordinates development of language arts common formative assessments (CFAs).

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

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

Advocates for and models effective instruction in language arts.

Facilitates district training.

Researches and writes grants for additional language arts funding to support teachers. Facilitates Kindergarten thru 3rd grade state reading grants.

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

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

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

Creates and maintains ELA webpage for 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 Learning & Development Executive 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.*

Understands and is knowledgeable of the complexity of a balanced literacy program to include knowledge of current research, current practices and trends, and interventions for struggling readers and for gifted readers.

Understands and is knowledgeable about digital learning and effective software in language arts instruction.

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.

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.

Prepared By: Executive Director, Learning & Development		Date: 07/15/2015
Approved By: Executive Director, Human Resources		Date: 07/29/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/29/2016
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: Assistant Director, HR	Date: 02/05/2019
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

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:	