



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of English/Language Arts		Date: 07.30.19
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Assistant Superintendents of Curriculum and Instruction
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

Coordinate efforts to improve English/Language Arts (ELA) achievement; design, develop, implement and conduct staff development activities to enhance teacher abilities in providing quality ELA instruction. Collaborate with and assist schools in meeting goals of student achievement in the area of ELA; participate in related planning and logistics for school improvement initiatives.

KEY RESPONSIBILITIES

- Formulate districtwide policies and procedures regarding ELA instructional programs.
- Interpret and provide models for implementation of state and federal legislation.
- Design, implement, and evaluate related instructional programs and materials.
- Coordinate the development and implementation of instructional programs that demonstrate appropriate teaching methods and use of materials, monitoring curriculum, and the identification of instructional materials.
- Coordinate the development, implementation, and management of grants related to ELA education.
- Chair and/or serve on committees related to academic subject areas and ELA.
- Monitor student test scores, provide analysis, and recommend materials and techniques to improve student performance.
- Coordinate professional development activities, instructional resources, and support functions of ELA programs to enhance student education.
- Monitor, evaluate, and modify activities in response to the instructional needs of school-based administration, instructional staff, and students.
- Observe and evaluate teachers as requested.
- Participate in local, state, and national organizations and maintain a high-level of expertise in content area.
- Respond to inquiries and provide detailed and technical information concerning standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- Perform other duties as assigned by Supervisor(s).

CLASS SPECIFICATION

Position Title: Coordinator of English/ Language Arts	Reports to: Assistant Superintendents of Curriculum and Instruction	Position Level: Administrative Salary Schedule
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's Degree in Education required. Educational Leadership preferred.
<i>Work Experience:</i>	Minimum of five (5) years of successful classroom teaching and/or administrative experience in secondary education.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem-solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Also requires contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.