

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: COORDINATOR OF ACADEMIC PROGRAMS

JOB SUMMARY: Responsible for collaborating with teachers to support their implementation of curriculum and their interventions in the delivery of their curricula to increase student achievement.

REPORTS TO: Superintendent or Designee

LOCATION: FES

MAJOR JOB DUTIES:

1. Resident expert who will work closely with teachers on implementation of the curriculum, interventions and assessments in grades K-12.
2. Frequently work with teachers in classrooms to model and monitor instructional techniques and provide specific feedback to teachers. Assist in developing a professional development plan and providing follow-up to support teacher success.
3. Monitor individual and classroom level progress, including the organization and review of data, to drive instructional decisions.
4. Lead teachers from collaborating schools in exchanges to focus the curriculum, activities, interventions and expected educational outcomes towards improving student achievement of underserved students.
5. Work with career coaches and instructional coaches from all adjoining schools to build a cohesive atmosphere for the purpose of professional training in best practices for literacy improvement, interventions, and coaching strategies.
6. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods. In partnership, the Instructional Coach/Integration Coordinator will assist teachers in meeting state and national standards for subject-area objectives.
7. Assist the Career Coach/District Assessment Coordinator in matching Foley classes with other culturally diverse classes in the consortium with the same curriculums and assist the Foley teachers in setting up the distance learning technologies to integrate the students via technology.
8. Create learning resources for teachers, staff and students to bring diversity to their learning. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Instructional Coach/Integration Coordinator will support these efforts by providing additional support as needed.
9. Coordinate the integration program district wide, including organizing and supporting the activities included in the approved integration plan.
10. Facilitates learning experiences for gifted and talented students.

11. Coordinates the assessment process for gifted and talented students.
12. Chairs school-based steering committee that identifies gifted and talented students for participation in AEP classes.
13. Arranges and monitors student progress in independent investigations, mentorships, and seminars.
14. Provides staff development and support for teachers in differentiating instruction.
15. Locates and/or develops instructional materials for advanced students as needed.
16. Assists classroom teachers with curriculum and identifying needed enrichment materials.
17. Monitors extra-curricular activities for gifted and talented students.
18. Gathers information needed to conduct gifted and talented student education program evaluation.
19. Participates in ongoing professional development activities and regularly scheduled network meetings.
20. Other duties as assigned.

QUALIFICATIONS INCLUDING EDUCATION/SKILLS/TRAINING REQUIRED:

- Holds a current MN teaching license including an Elementary Scope.
- Experience with elementary students preferred. Preference would be given to teachers who have had a leadership role and experience working in a district with high need students.
- An understanding of key learning theories and methods of instruction, as well as interventions to help increase student achievement.
- Familiarity with methods for integrating technology into the curriculum such as WebQuests, online resources, digital portfolios and other forms of assessment.
- Technology skills in up-to-date computer software, including word processing, database, spreadsheet, Web page development, presentation, digital video and audio editing, image processing, and graphics applications.
- Possess the ability to communicate effectively, utilize technology and have excellent presentation and group facilitation skills.
- High level of writing, speaking, listening and conflict resolution skills.
- Knowledge of gifted & talented education, grants, budgets/finances, curriculum, child development, and assessment along with a high level of communication, problem solving, and conflict resolution skills.

BARGAINING UNIT: FUE

Approved by Foley School Board on August 17, 2015.