

Position Title:	Accelerated Individualized Learning Coordinator
Payroll/Personnel Type:	10.5 Month
Job #:	8831
Reports to:	Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

## **Position Summary:**

Under the general supervision of the Principal, the Coordinator oversees curriculum and content development, and professional collaboration efforts to ensure the vertical and horizontal alignment of the school's academic program. Ultimately, success in this role results in continuous student growth in academic behaviors, knowledge and skills as measured by classroom observation and standardized test data.

# Essential Functions:

- Partner with lead faculty and staff members (including student support services personnel), and parents to develop a data-informed strategy and plan for increasing school-wide and individual student achievement by improving supports provided to faculty related to content knowledge and delivery of a rigorous curriculum program
- Partner with the principal and each staff and faculty member (including student support services personnel) to develop data-informed, annual, and within-year goals and student growth targets in academic behaviors, knowledge, and skill sets
- Partner with the principal and lead faculty and staff members (including student support services personnel) to implement a system for gathering, synthesizing, and interpreting observational and standardized assessment test data to improve the rigor, quality and consistency of academic content and pedagogy
- Partner with the principal and lead faculty and staff members to develop a calendar, master schedule, meeting protocols, templates, content, and communications to effectively facilitate professional learning and improvement
- Develop and facilitate frequent opportunities for professional co-planning and collaboration across and within subject and/or grade-levels to establish greater continuity in curriculum content, academic rigor, and pedagogical practices
- Provide support to faculty and staff members by effectively observing, creating, and facilitating frequent opportunities for professional reflection and coaching, and modeling best practices in content delivery
- Assist teachers in organizing and selecting research-based and data-driven learning activities that are aligned rigorous curriculum standards and pedagogical practices
- Partner with parents, and faculty and staff members to ensure individualized plans and/or needs are developed and implemented with fidelity
- Deliver professional development to faculty on best practices research for Gifted and Talented Education
- Collaborate with Central Offices to ensure acquisition and upkeep of instructional resources and supports needed to enhance professional learning on the school site
- Performs other duties as assigned



## Knowledge, Skills, and Abilities:

- Experience working in a position as a trainer, mentor or other position that requires formalized support and training of teachers in order to improve their teaching skills in communication arts, math or science
- Skilled at implementing organizational systems and structures that improve operational efficiency and professional productivity
- Skilled in guiding adult learners
- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to effectively work and interact with others

### Experience:

• Minimum of three years of teaching and/or professional coaching in a preK-12 setting

### **Education:**

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)

### **Physical Requirements**:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

#### Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

#### Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date



In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.