



Openings as of 12/22/2021

***Coordinator - Humanities (English/Language Arts) and Advanced Learning*** JobID: 15606

**Position Type:**

ADMINISTRATION/Coordinator - Instructional P-12

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**Date Posted:**

12/14/2021

**Location:**

DISTRICT OFFICE

**Date Available:**

To Be Determined

**Closing Date:**

Until Filled

**Salary:**

244-day position

The 2021-2022 annual salary range: \$108,131 - \$119,342

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The Humanities (English/Language Arts) and Advanced Learning Coordinator is directly responsible to the Director of Teaching and Learning.

**CURRICULUM**

1. Provide systematic leadership to monitor and evaluate the implementation of curriculum standards.
2. Provide instructional leadership to integrate and align curriculum vertically and horizontally, as well as to make connections within and across subject areas with the required curriculum standards.

**ASSESSMENT**

1. Engage leadership staff in the use of assessment data to design and adjust instruction to maximize student learning and achievement.
2. Use protocols to engage leaders in collaboration to determine desired results, to design assessment practices that are consistent, balanced and authentic, and to review student work products and performances used to adjust instruction.
3. Promote the use of a variety of effective and balanced assessment techniques to

control for bias.

4. Engage leaders in the use of formative assessment to provide effective and timely feedback on achievement of curriculum standards.
5. Engage leaders in the collaborative analysis of assessment data to plan for continuous improvement for each student, subgroup of students, and the school as a whole.

#### STANDARDS-BASED INSTRUCTION/ PERSONALIZED LEARNING

1. Engage leaders in collaborative work to design SBI
2. Use techniques such as observation protocols to document that instructional staff use:

Student work that reflects achievement of required curriculum standards

Differentiated instruction to accommodate student learning profiles, special needs, and cultural backgrounds

Strategies to elicit high-order thinking skills and processes, including critical thinking, creative thinking, and self-regulation

Flexible grouping based on effective diagnosis and formative assessment

Innovative strategies to address individual learning needs.

3. Promote the use of technology to support student mastery of the required curriculum.
4. Lead others in a collaborative process to set high expectations for all learners and to set and use benchmarks and rubrics to generate student efficacy and responsibility.

#### DATA ANALYSIS

1. Systematically collect and analyze multiple sources of data to inform decisions about curriculum, assessment, and instruction, and use them to:

Identify improvement needs

Determine root causes of performance problems

Determine a course of action

Monitor progress at frequent and regular intervals

Celebrate accomplishments

2. Develop an appropriate presentation for an internal/external audience based on analysis of multiple sources of data.

3. Model and demonstrate the use of technology tools for data analysis.

#### PROFESSIONAL LEARNING AND DEVELOPMENT

1. Support leaders to provide and protect time for job-embedded professional learning (mentoring, coaching, feedback, study groups, peer observations, and learning teams) that aligns with school and district improvement goals and supports student achievement.
2. Evaluate the implementation and impact of professional learning on staff practices, continuous school and district improvement, and student learning.
3. Model continuous learning by developing and maintaining a plan for professional self improvement.

#### LEADER DUTIES AND RESPONSIBILITIES

1. Perform leader duties and responsibilities as stated in the GDOE's Leader Keys/Georgia Leader Duties and Responsibilities or HCS Administrative/Professional Evaluation.
2. Supervise staff as required.
3. Perform other duties as required.
4. Specific content area expectations and responsibilities will be provided through a job description addendum.

#### Qualifications:

1. Hold or be eligible for a minimum of an L-5 Georgia Certificate.
2. Hold a Georgia Educator's Certificate in related content field.
3. Minimum of five years of successful teaching experience.
4. Trained on current teacher and leader evaluation systems.
5. Ability to work well with students, parents, staff, and the community.
6. High integrity, excellent character, and good professional reputation.
7. Abide by the Georgia Professional Standards Code of Ethics for Educators.
8. Ability to be regularly, predictably, and reliably at work.
9. Ability to perform tasks involving prolonged periods of standing, walking, and sitting.
10. Ability to perform routine physical activities such as bending and lifting/pushing /pulling up to 50 pounds.
11. Vision, hearing, written and verbal communications are essential factors in performing required tasks.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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