

## ***Rantoul City Schools District 137***

### **Job Description**

Position Title: Instructional Programming Coordinator

Department: Curriculum and Instruction

Reports to: Director of Curriculum and Instruction

FLSA: Exempt

#### **SUMMARY:**

Under the direction of the Director of Curriculum and Instruction, the Instructional Programming Coordinator will provide instructional support and professional development for the purpose of improving academic outcomes for students.

#### **QUALIFICATIONS:**

1. Master's degree from an accredited college/university or Bachelor's degree with Specialized Endorsements.
2. Current Illinois Teaching License on file.
3. Have the Teacher Evaluation Qualification
4. Minimum 5 years of classroom experience with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
5. Minimum of 1 year of school leadership experience (coaching, School Improvement Team member, etc.)
6. Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a positive professional community of adult learners.

#### **ESSENTIAL JOB SKILLS:**

1. Support the instructional development of all teachers in understanding curriculum, assessments, data analysis, and Multi-tiered Systems of Supports (MTSS) by identifying and providing professional development opportunities.
2. Build strong relationships with teachers, administrators, coaches, and other learning partners.
3. Coordinate planning related to curricular needs through the identification of resources, allocation of materials, collection and dissemination of information, and development of tools to support all tiers of MTSS.
4. Create and keep current all curriculum documents such as: pacing guides, scope and sequence, mandated units, standards alignment, and MTSS manual.
5. Develop staff members' knowledge, skills, and behaviors through offering and/or leading professional development on topics related to identified needs
6. Utilize Adult Learning Theory to motivate adult learners
7. Model and support a strengths-based student achievement mentality
8. Demonstrate leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
9. Use student-level and district-level data to guide Curricular and Professional Development decisions
10. Demonstrate expertise in oral and written communication
11. Design, schedule, monitor, and facilitate effective professional learning opportunities, including New Teacher Orientation and Mentoring Program
12. Maintain accurate, efficient, and effective records for instructional and non-instructional purposes.
13. Engage in continuous learning in order to keep current.
14. Work collaboratively with the District Bilingual Coordinator to support alignment of monolingual and multilingual programming.
15. Collaborate with the Director of Curriculum and Instruction on evaluation of Instructional Coaches

**OTHER DUTIES:**

1. Communicates and interacts with students, parents, staff and community.
2. Works cooperatively with the administration and staff to schedule meetings.
3. Demonstrates knowledge of educational research, trends, and best practices.
4. Leads district-wide committees related to educational matters.
5. Performs other duties as assigned.

**MENTAL DEMANDS:**

1. Ability to effectively communicate (verbal and written) with parents, colleagues, administration and all other members of the educational community
2. Ability to instruct students effectively and capably.
3. Ability to maintain emotional control under stress.
4. Ability to use web-based programs, e-mail, and technology (laptop, Smartboard, etc.) effectively.

**Working Conditions:**

1. Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
2. Outdoor schoolyard and grounds, field trips ; exposure to; temperatures (hot warm, cool, cold), and exposure to mowed grass.
3. Regular work attendance.
4. This position does not qualify for remote work

**OTHER IMPORTANT INFORMATION:**

**Terms of Employment:** 210 days

**Salary:** To be established by the Board

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of 1) Public Act 94-1039 (ILCS 24A-15), 2) the Performance Evaluation Reform Act (PERA – 105 ILCS 5/24-25, and 3) the Board of Education's policy on evaluation of professional personnel.

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>				X
<b>Walk</b>				X
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>			X	
<b>Talk or hear</b>				X
<b>Smell</b>		X		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>			X	
<b>up to 50 pounds</b>		X		
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			