

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Pre K- 5 Coordinator of Teaching & Learning

Qualifications:

1. Elementary teacher licensure
2. Strong knowledge of curriculum, instruction, and assessment
3. Successful experience working with diverse student populations and with using a variety of resources to meet student needs
4. Ability to demonstrate knowledge in a variety of content areas
5. Knowledge of data collection, analysis, and usage to ensure high fidelity implementation of teaching and learning practices
6. Knowledge of adult learning theory and its application to practice
7. Master's Degree or National Board Certification (preferred)
8. Minimum of five (5) years successful classroom teaching experience (preferred)
9. Leadership experience (preferred)

Reports To: Director of Elementary Teaching & Learning

Supervises: N/A

Objective: To work with building administration, faculty, and staff by providing leadership across content areas to meet college and career readiness standards for all student performance groups

Performance Responsibilities:

I. CURRICULUM, INSTRUCTION, AND ASSESSMENT

- A. Assists the with the development, implementation, coordination, and evaluation of the District's achievement and instructional frameworks
- B. Assists with the development of a written curriculum, instructional timelines, and related common assessments for each grade level and/or course
- C. Works with principals, teachers and other stakeholders to affect horizontal and vertical continuity and articulation of the instructional program throughout the District
- D. Assists with the textbook adoption cycle in cooperation with the appropriate administrator(s)
- E. Works with the building administrators, Directors, Data Analysis Manager, and Instructional Coaches to provide analysis of data at National, State, District, school, grade, class and student levels
- F. Collaborates with the appropriate administrator(s) on program evaluation
- G. Assists with the implementation and monitoring of the District's Gifted and Enrichment programs and in making them an integrated part of the school program
- H. Works with building administrators and teacher-leaders to ensure the skills and knowledge specified in the Common Core State Standards, Next Generation Science Standards, and C3 Framework are taught at each grade level
- I. Keeps current with developments in curriculum and instruction, and assists in determining their appropriateness for inclusion in the District's educational program
- J. Assists with oversight and coordination of the District's Science Center materials distribution process
- K. Assists with oversight and coordination of the District's Response to Intervention (RtI) process
- L. Assists with oversight and coordination of the District's Magnet programming
- M. Serves as a resource for teachers about District and State assessments

II. STAFF AND SYSTEMS DEVELOPMENT

- A. Provides professional development for staff in analysis of assessment data, use of data, and the implications of data
- B. Collaborates with administration to develop and carry out a plan to provide professional development that supports teachers' implementation of the Common Core State Standards, Next Generation Science Standards, and C3 Framework
- C. Builds capacity among staff in the effective implementation of research-based/evidence-based instructional practices
- D. Serves as a liaison to the Pre K-5 grade level chairs and Instructional Coaches
- E. Studies current instructional practices being used in the District and makes recommendations for changes
- F. Participates in professional organizations and disseminates ideas and information to appropriate stakeholders
- G. Participates on the District Curriculum Steering Committee

Terms of Employment: Compensation and terms and conditions of employment as stipulated in the collective bargaining agreement with the Champaign Federation of Teachers (CFT). Work calendar is 205 days per year.

Evaluation: Performance will be evaluated in accordance with the District's Professional Evaluation Plan for Coordinators

Status: Created (with CFT input and consent) February 6, 2014