

Hobbs Municipal Schools Job Description

Position: Secondary ELA Coordinator 10-12

Supervisor: Assistant Superintendent for Secondary Instruction

General Job Description:

The Secondary ELA Coordinator 10-12 will work with the AP Coordinators, High School Principals, Junior High Principals, Counselors, the Assistant Superintendent for Secondary Instruction, Students, Pre-AP and AP Vertical Team Members to insure the Advances placement Incentive Program is implemented in a way that insures student learning and promotes success in the Advance Placement testing program.

Qualifications:

1. Master's Degree or above preferred
2. A valid New Mexico teaching license with endorsements as needed.
1. Highly Qualified Status
2. Level III preferred
3. Minimum of 5 years exemplary experience in Pre K-12 teaching. Some Secondary preferred.
4. Strong knowledge of Content
5. Leadership experience in professional development
6. Demonstrated strength in instruction and curriculum
7. Understanding of state and district standards and curriculum mapping as well as vertical articulation process and professional learning communities.
8. Strong communication and training/presentation skills
9. Evidence of data driven decision making skills
10. Highly organized
11. Strong facilitation and collaboration skills
12. Flexible
13. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Standards, mapping, and vertical articulation support.
2. Support implementation and professional development required for textbook adoption and coordinate textbook ordering.
3. Evaluate and recommend professional development needs.
4. Coordinate with district administration to provide professional development opportunities.
5. Guide vertical articulation process.
6. Mentor and facilitate coaches.
7. Supports professional learning communities.
8. Assist Principals in supervision of instruction.
9. Evaluate data
10. Support inclusion and ELL differentiated instruction.
11. Facilitates study groups to deepen content knowledge.
12. Be a resource for and model of best practice.
13. Work with principals and department chairs to plan for and monitor the implementation of the district curriculum.
14. Serve as AP Lead Teacher or SpringBoard Coordinator.
15. Observe and coach content area teachers.
16. Work with principals to improve instructional practice.
17. Report on status of curriculum implementation to principals and Assistant Superintendent of Secondary Instruction.
18. Teach at least one class to serve as a demonstration classroom.
19. Accurately demonstrate knowledge of the content area and approved curriculum.
20. Appropriately utilize a variety of teaching methods and resources for each area taught.
1. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
2. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
3. Utilize student assessment techniques and procedures.
4. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
5. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.

6. Demonstrate a willingness to examine and implement change, as appropriate.
7. Work productively with colleagues, parents, and community members.
8. Meet professional requirements and responsibilities.
9. Interface with AP coordinator, AP teachers, vertical team members, principals, and other staff to successfully implement the AP incentive program.
10. Plan and provide technical and curriculum assistance for AP Incentive teachers.
11. Lead the vertical team of AP and Pre-AP teachers.
12. Coordinate staff development for the AP and Pre-AP Incentive teachers in their discipline.
13. Coordinate in-district training for AP and Pre-AP teachers.
14. Advise, assist, and consult with building counselors and principals on recruitment of students into the Advance Placement program.
15. Work with AP secretary on ordering AP material. Oversee supplies and other necessary administrative details.
16. Mentor AP and Pre-AP teachers.
17. Assist in assuring Pre-AP and AP training, test prep and tutoring sessions.
18. Participate in AP training.
19. Improve the quality of classroom instruction.
20. Work directly with building principals in assisting evaluation of Pre-AP and AP teachers.
21. Chair steering committee.
22. Assist building principal on selection of vertical team members.
23. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
24. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Communicate accurate and up-to-date information to students in a way that enhances student learning.
2. Manage time appropriately.
3. Cooperate with administration, parents, and co-workers.
4. Create a positive atmosphere and arrange the physical environment of the classroom for optimum learning.
5. Prepare for instruction and show written evidence of preparation.
6. Take precautions to protect equipment, materials, and facilities.
7. Maintain accurate and complete records as required by the school district, and report progress or lack thereof to parents in a timely manner.
8. Attend and participate in on-site and district meetings.
9. Complete duties (hall, bus, etc.) as assigned.
10. Leave adequate preparations for a substitute.
11. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
12. Encourage cooperation between students.
13. Maintain student involvement in appropriate tasks.
14. Use and apply appropriate conflict resolution skills.
15. Demonstrate public relations skills.
16. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
17. Adapt the curriculum to meet the needs of individual students.
18. Use current technology for instruction and management purposes.
19. Use data to improve instructional program.
20. Be available to parents, students, administration, and peer outside the school day, if needed.
21. Report suspected child abuse and neglect.
22. Be responsible for students on field trips.
23. Act as a good role model within the context of the school.
24. May supervise paraprofessionals, practicum students, and student teachers.
25. Develop and use appropriate community and professional resources.
26. Demonstrate concern for student's well-being and positive self-esteem.
27. Understand and participate in the development, use, and implementation of individualized education plans (IEP's) and individualized transition plans/504 plans, including making necessary modifications.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be

required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.