

FAYETTE COUNTY PUBLIC SCHOOLS

Coordinator, K-5 English Language Arts Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Office of Student Achievement	FLSA STATUS:	Exempt
REPORTS TO:	Assistant Superintendent of Student Achievement	WORK CALENDAR:	240 Days
SALARY:	A007	APPROVED (Board):	December 2003
		REVISED:	April 2025; December 2024; September 2022; October 2021; June; 2021; June 2020; July 2019; February 2018

SUMMARY: Coordinates, develops, implements, and monitors programs, policies, and procedures relative to the administration of K-5 English Language Arts and Reading K-5 programs in the school district

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Demonstrate exceptional communication skills and work independently to lead and coordinate high-quality English Language Arts instruction while proactively supporting literacy initiatives
3. Work cooperatively with and under the supervision of the Assistant Superintendent to establish guidelines, procedures and priorities for assigned instructional programs
4. Implement and coordinate the K-5 Reading and the K-5 English Language Arts Programs
5. Use data to identify professional development needs and tailor support to improve student learning outcomes in reading and writing <ol style="list-style-type: none">Demonstrate the ability to design and/or deliver engaging, standards-aligned professional learning experiences that support the strategic planProvide ongoing support to school leaders and teachers to build capacity in effective literacy instructionFacilitate professional learning communities with teachers from across the district focused on best practices in K-5 ELA instruction and the use of assessment data to drive instructionBuild collaborative relationships with teachers and administrators to foster a culture of continuous learning and improvement
6. Keep informed as to the latest research and instructional practices in reading, writing, ELA, and literacy instruction and provide professional development to bring those practices into the classroom
7. Make available to teachers effective instructional practices and provide materials to instructional staff to improve instruction in reading and ELA
8. Provide materials, program support, and staff development to ensure that reading instruction occurs across the curriculum
9. Provide leadership to school-based professional learning community leads and grade-level chairs by creating, writing curriculum updates, discussing problems, and exchanging other relevant information
10. Support, encourage, and assist principals as they establish and achieve measurable goals for program assessment and evaluation
11. Provide demonstration teaching, parent training, and faculty refresher programs when requested by the principal or teachers
12. Prepare curriculum proposals and make budget recommendations for submission to supervisor
13. Keep informed of state regulations governing reading intervention and work with the Coordinator of Assessment and Accountability to support the Early Intervention Program
14. Help schools develop effective intervention programs

15. Coordinate out-of-classroom experiences, such as Fayette County Reading Invitational and Recitation Festival, for students
16. Facilitate textbook adoption and make recommendations to the Assistant Superintendent of Student Achievement for new instructional materials and equipment for teaching K-5 English Language Arts and Reading K-12
17. Coordinate the development, implementation, and ongoing review of county ELA assessments to ensure alignment with standards, instructional goals, and student learning needs
18. Develop and maintain curriculum and curriculum support materials
19. Plan with the Assistant Superintendent of Student Achievement goals and objectives to be utilized in the annual performance assessment
20. Encourage and support participation of teachers in local, regional, state and national conferences
21. Interview and evaluate applicants for teaching positions in the assigned curriculum areas when requested by either the supervisor, a principal, or Executive Director of Human Resources
22. Remain abreast of changes and developments in program areas through membership and participation in professional organizations; attendance at regional, state and national meetings; enrollment in advanced courses; reading professional journals and other publications, etc.
23. Actively support the school system's strategic plan
24. Coordinate the Early Intervention Program for reading
25. Participate in community functions that aid in promoting and explaining programs in the area of responsibility
26. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Bachelor's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Five (5) years' experience as a classroom teacher

Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership

Leadership experience, such as Curriculum Contact Person, Department Chair or Instructional Lead Teacher

Proficiency in use of generally recognized administrative/management computer applications

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Master's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Experience developing and revising curricula

Involvement in professional organizations at the national or state level

Teaching experience at both the elementary and secondary instructional level

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees