Core Course Coordinator

Reports to: **Division Leaders, Building Administration**
Location: **District**

Position Responsibility: Reporting to the Division Leaders and Building Administration, the Core Course Coordinator is responsible for facilitating meetings in core course areas in order to improve curriculum and instruction and enhance student achievement.

General Responsibilities:

Meeting Schedule

- In coordination with Division Leaders and/ or building administration, help create a workable schedule for core course teachers to attend meetings regarding student achievement improvement activities.
- Conduct surveys of core course teachers that include their professional recommendations for best use of meeting time and conduct ongoing informal assessments of the effectiveness of the meetings.
- Communicate meeting schedule and provide materials needed to core course teachers.

Meeting Facilitation
(In meetings directly relating to course planning, the core course coordinator will):

- Lead meetings of core course teachers
- Take appropriate notes and communicate work completed to Division Leaders and/ or Building Administration.
- Serve as a communication liaison between core course teachers and the Division Leaders and/ or Building Administration.
- Course planning might include data analysis, implementation of Common Core, Understanding by Design curriculum revision, vertical alignment of curriculum, etc.

Professional Development

- Attend Pearson training for workgroup meeting model.
- Attend applicable training necessary for data analysis, which may include data meetings.
- Attend Pearson leadership meetings training or other applicable leadership training that will assist with group facilitation.

Qualifications/Skills:

- Professional Educator License
- Five years teaching experience preferred within the subject matter
- Two years experience in District 205
- Effective communication skills; both written and oral.

Core Course Coordinator

- Ability to work as a member of a team.
- Excellent organizational skills.
- Basic knowledge of data analysis.

Terms of Employment:

Coordinator will receive *$1,250.00* in which to perform job duties.