

**Vail School District
Job Description**

Job Title: BEYOND TEXTBOOKS COORDINATOR

Reports To: Director of Beyond Textbooks

FLSA Status: Exempt

Level: 23

Approved: February 28, 2012

SUMMARY

The Beyond Textbook Coordinator assists in the development, coordination, and evaluation of the Beyond Textbooks program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, schedules, and facilitates Professional Development Trainings.
- Provides follow up communication after the training to provide materials, support, and feedback.
- Facilitates upkeep of the wiki by checking new postings for formatting, copyright issues, and alignment to the standards.
- Responds to Beyond Textbook help desk emails and comments on the wiki in an accurate and timely manner.
- Works in conjunction with the Curriculum Department to edit/revise curriculum material and re-upload it to the wiki.
- Communicates any changes made to Curriculum documents on the wiki to Vail staff and to Partner sites.
- Demonstrates thorough understanding and articulates Vail instructional practices, philosophies, and techniques.
- Communicates with Partners and District personnel through emails and phone calls in a timely fashion.
- Works collaboratively with Beyond Textbook staff, Curriculum staff, District personnel, and Partner sites to analyze, coordinate, and recommend revisions and improvements to the Beyond Textbook program collateral and wiki information.
- Represents the District to off-campus community groups, business and industry, agencies, or individuals as assigned.
- Performs other duties as assigned or delegated by Director of Beyond Textbooks.

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SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited institution in Education, Instructional Administration, Planning, School Administration, Supervision, or Curriculum or a related field.
- Minimum three years successful K-12 classroom teaching in an accredited public school district.
- Experience with faculty development and supportive of quality teaching, learning, and assessment processes.
- Experience and expertise in educational data collection and data-based management decision making.
- Experience and expertise in articulating Vail instructional practices, philosophies, and techniques.
- Experience with building successful partnerships with business, community agencies, K-12 schools, higher education institutions, and being active in the community.
- Such alternatives to the above qualifications as the Director of Beyond Textbooks may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use computers, software, and other current technology.
- Ability to drive between District sites, local school districts, and to workshops, meetings, and conferences throughout the state.
- Maintain confidentiality of student records and information.
- Maintain confidentiality of District level information
- Possess strong written and oral communication abilities.
- Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes.
- Encourage use of technology in the delivery of instruction as well as understand the challenges that faculty and students face in its use.
- Follow through to completion of assigned tasks.
- Demonstrate knowledge and good judgment in matters of district policy and procedures.
- Ability to establish and maintain positive, professional, and effective working relationships as necessitated by work assignments.

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LANGUAGE SKILLS

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, articles, proposals, contracts, common scientific and technical journals, financial reports, and legal documents. Ability to prepare correspondence, reports, forms, evaluations, policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards with poise, voice control, and confidence.

MATHEMATICAL SKILLS

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid Arizona Teacher/Administrative certificate and Arizona fingerprint clearance card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; use hands to finger, handle, or operate computers, objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus.

Must be physically able to operate a motor vehicle. Must be able to work evenings and weekends and travel extensively.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.