

## **Vail School District Job Description**

**Job Title: CIVANO COMMUNITY SCHOOL COORDINATOR**

**Department:** Curriculum

**Reports To:** Director of Assessment and Innovative Learning

**FLSA Status:** Exempt

**Classification:** Level 23

**Approved:** 06/26/2018

### **SUMMARY**

Works closely with the Director of Assessment and Innovative Learning to provide direction, administration, and other services at Civano Community School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinates K-8 instruction at Civano by providing teacher and student feedback.
- Collaborates with Director of Assessment and Innovative Learning to plan and implement professional development that ensures all professional development is in alignment with the Vail School District professional development standards and the district curriculum guides.
- Serves as the on-site assessment coordinator by scheduling, facilitating, and proctoring district and state assessments for students.
- Communicates and trains test administration procedures to teachers.
- Regularly monitors assessment and intervention administration for integrity.
- Collects and monitors student achievement data using classroom assessments, STEEP, and benchmarks.
- Meets regularly with school psychologist to identify which students need to be referred for can't/won't do assessments based on inadequate response to interventions.
- Ensures that assessment data is communicated to teachers in a timely manner.
- Coordinates student data for students, including but not limited to: assessment data, enrollments, and transcripts.
- Collaborates with Director of Assessment and Innovation Learning to maintain positive school culture.
- Coaches, facilitates, and collaborates with classroom teachers on core instructional strategies.
- Collaborates with Director of Assessment and Innovative Learning to create and manage program budgeting and purchases.
- Evaluates staff, including paraprofessionals and teachers.
- Represents the school to the community.
- Assists with the supervision of the physical plant.
- Assists with organizing and administration of in-service teacher and staff training and professional development.
- Assists with parent communication and community relationships.

- Generates periodic reports.
- Maintains school calendars.
- Schedules school events.
- Requests and sends student records.
- Coordinates, copies, and distributes weekly newsletters, flyers, and mailings.
- Monitors and track classified time sheets.

## **SUPERVISORY RESPONSIBILITIES**

Civano staff and volunteers.

## **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.

## **EDUCATION and EXPERIENCE**

- Bachelor's degree in a related field.
- A minimum of three (3) years experience as a classroom teacher or as a licensed teacher working with online students.
- Experience in the principles and practices of Cognitive Coaching.
- Experience with the implementation and assessment of data-driven professional development.
- Proficiency with MS Office programs including Word, Excel, and PowerPoint.
- Demonstrated knowledge and proficiency in working with computers and other types of technology
- Any equivalent combination of experience and education that would meet the minimum requirements, as determined by the Director of Assessment and Innovative Learning.

## **ABILITIES**

Ability to identify, plan, and coordinate all aspects of assigned activities and responsibilities. Ability to work independently and collaboratively, prioritize work, take initiative, and manage multiple tasks to meet deadlines.

Has the ability to link and coordinate professional development with student achievement.

- Strong organizational and interpersonal skills.
- Demonstrates successful teamwork and collaboration skills.
- Demonstrates strong communication skills, writing competency, effective listening, and presentation skills.
- Self-motivated, highly organized, and detail-oriented.
- Ability to establish and maintain effective working relationships with staff, supervisors, parents, students, and external organizations, representing diverse populations.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Ability to learn and train across regular education and special education professional development content and skills.

- Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.
- Flexibility to travel, as required.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. 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, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and 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 effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

### **CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional situations. Responds promptly to staff, parent/guardian, or student needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

### **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid Teaching Certificate issued by the Arizona Department of Education.
- A valid Arizona IVP fingerprint clearance card.
- Valid Arizona Fingerprint Clearance Card Proof of a valid Arizona driver's license and current automobile insurance are required.

### **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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is

required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be sitting or standing for multiple hours. May work outside in all types of weather. The noise level in the work environment is usually moderate.

### **TRAVEL**

This position requires the employee to be able to travel efficiently between Civano Community School and the District office, or other local or regional destinations. Travel is occasional in the local area with infrequent trips within the state.