MISSION

➢ To develop or establish an English Language Arts curriculum that is consistent in its philosophy and instructional approach throughout grades K-12, with the philosophy being the inclusion of all students and the approach being standards-based

➢ To facilitate and ensure the complete alignment of the written, taught, and assessed curricula for K-12 English Language Arts

➢ To support teachers in their acquisition of knowledge, skills, and practices that will enable all students to develop a conceptual understanding and working knowledge of English Language Arts

Position Summary

The K-12 Curriculum Administrator for English Language Arts provides leadership for the planning, development, implementation and evaluation of K-12 curriculum and instructional practices within ELA—in accordance with state criteria that include rigorous content, pacing, and common assessments—to ensure that all students meet and exceed the Common Core State Standards (CCSS). The ELA Administrator serves as the expert curricular resource, coach and mentor to all schools within the District; works collaboratively with administrative and instructional staff; and communicates effectively with parents, members of the community and colleagues in other districts and agencies—all with the goal of raising student achievement. The ELA Administrator supports teachers and administrators in designing and delivering ELA instruction that includes a balance of literary skills pertaining to reading fluency and comprehension, effective writing skills, and speaking & listening skills. This position provides professional development and support to licensed staff and administrators in the implementation of the Common Core State Standards, including training in instructional strategies that are effective with diverse student groups. This administrator is a member of the Instructional Leadership Team.

Supervisory Relationship

This position reports to the Directors of Elementary and Secondary Education and has supervisory responsibility for professional, licensed and classified staff.

Essential Functions

1. Ensures and supports a unified, District-wide K-12 English Language Arts curriculum, ensuring that it is rigorous, culturally responsive, and reflects current research and theory in instruction.

2. Promotes teaching practices that engage the learner in tasks that require analytical and critical thinking, problem-solving and creativity; that address each student’s needs, interests and skill levels; that encourage the student to define individual goals and
accept responsibility for learning; and that provide a variety of methods for the student to demonstrate performance and achievement.

3. Provides leadership in the implementation of ELA programs throughout the District, including the evaluation of classroom instruction.

4. Coordinates with Educational Support Services and ELL staff to design and implement ELA programs that address the needs of students with identified learning challenges.

5. In collaboration with building principals, observes classroom instruction to evaluate the implementation of ELA curriculum including content, materials, pedagogy, pace and standards, student performance and curricular effectiveness.

6. Collects and analyzes performance data including, but not limited to, easyCBM benchmarks, state and District assessments, work samples, and other pertinent information affecting the design and evaluation of curriculum and instructional practices related to student achievement.

7. Prepares reports and presentations reflecting the strengths and needs of the District's ELA curriculum by area and grade, and formulates recommendations for alterations or additions to the curriculum, with specific focus on raising student achievement.

8. Directs the annual review and revision of the K-12 ELA curriculum and ensures alignment with the Common Core State Standards for ELA.

9. Provides support to principals, site/District resource teachers (coaches), staff development specialists and other staff in the development or adoption and implementation of ELA curriculum K-12.

10. Encourages differentiated instruction in ELA and the use of a variety of strategies and materials consistent with research on learning and child growth and development.

11. Works with schools’ professional learning teams K-12 to increase teachers’ knowledge of effective ELA skill development strategies.

12. Provides support to building administrators related to ELA teacher performance.

13. Identifies staffing needs and assists with the recruitment and selection of ELA staff.

14. Communicates frequently with principals, teachers, data teams, community agencies, and others to ensure coordination of ELA-related programs and services, including vertical and horizontal articulation of skills and content sequence.

15. Using staff-identified criteria that reflect the needs of the program and students, organizes and implements a system for the evaluation and selection of equipment, instructional materials, and assessment tools that are free of bias and designed to meet the Common Core State Standards in ELA.

16. Collaborates with Instruction Directors and the Director of Technology to ensure that appropriate software and online resources are available to support the ELA program, and that teachers are adept at integrating technology into their instructional practices.
17. Plans and provides professional development for principals, staff development specialists, coaches, teachers, and support staff that is relevant to the CCSS for ELA, that is research-based, that meets the standards of the National Staff Development Council and the Association for Supervision and Curriculum Development, and that builds the capacity of teachers to transform learning experiences in order to reach student achievement objectives.

18. Collaborates with building administrators to create support plans for Title I schools that have not met annual growth targets.

19. Ensures that the professional development for ELA is focused on how students learn, encompasses both content and pedagogical knowledge and skills, promotes collegial learning, and includes job-embedded opportunities for growth.

20. Assists in the development and management of budgets for curricular and other projects within the scope of responsibility for English Language Arts.

21. Assists in the external/internal program review for Curriculum and Instruction projects.

22. Develops, implements, and evaluates grants and special projects, including initiatives that are made possible through state or federal legislation, local or cooperative partnerships, and/or foundation grants.

**Required Knowledge, Skills and Abilities**

1. Commitment to the belief that all students can learn, to educational equity, and to the District’s vision and mission.

2. Knowledge of research-based ELA curriculum/curriculum development, instruction and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.

3. Ability to evaluate ELA instructional programs and teaching effectiveness and to interpret data.

4. Ability to coordinate District-wide programs and initiatives K-12 in accordance with policies and procedures.

5. Demonstrated ability to work collaboratively with teachers and district/school administrators and to promote collaborative practices.

6. Demonstrated ability to prepare and present comprehensive and effective reports, both oral and written, as appropriate to varied audiences.

7. Ability to manage budgets and multiple priorities, lead and supervise staff, adapt to change, and meet timelines.

**Minimum Qualifications**

*Education*

- Master’s degree in English Language Arts,
- Valid teaching license with a English Language Arts endorsement,
Valid administrator’s license required,

**Experience**

- Seven (7) years of educator experience, as follows:
  - Five (5) years successful classroom teacher at multiple levels in ELA
  - Two (2) years district-level administrative/leadership experience, including experience as a building principal, teacher, and/or instructional coach
- Administrative experience in curriculum development at the district level preferred
- Demonstrated knowledge of research-based curriculum development, program implementation and evaluation, child growth and development K-12, effective instructional strategies, classroom management, and learning assessment and diagnosis
- Experience in designing and leading professional development, with emphasis on ELA
- Experience in using technology to support teaching and learning, curriculum development, staff training, student assessment, and program accountability

**Work Environment**

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and work week.

**ADDITIONAL INFORMATION**

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<th>Employee Unit</th>
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<tbody>
<tr>
<td>Pay Grade</td>
<td>Grade 11</td>
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<tr>
<td>Reviewed by</td>
<td>Sara Cramer, Director K-Elementary Education; Randy Bernstein, Director of Secondary Education, Cydney Vandercar, Interim Director of Human Resources</td>
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<tr>
<td>Approved by</td>
<td>Dr. Sheldon Berman - Superintendent</td>
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