

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

TITLE:	<b>TEACHING AND LEARNING COORDINATOR FOR GRADES 7-12</b>	REPORTS TO:	Director of Secondary Instruction
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- TRAINING**
- Valid Ohio state administrative license or is currently working toward obtaining an administrative license and can show evidence that an administrative license will be obtained
- QUALIFICATIONS**
- Successful instructional leadership experience and/or any additional qualifications, training or other credentials, as determined by the Board of Education
- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
  - Leadership Ability: Must be able to provide the appropriate direction, guidance, and management skills to achieve the vision and mission for the district
  - Mathematics Skills: Must have strong math skills, especially in statistics with the ability to use the math skills in presenting inferences or drawing conclusions regarding student, teacher, or program performance
  - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
  - Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.
- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
  - Is able to accept constructive criticism/feedback
  - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
  - Is conscientious and assumes responsibility for ones own work performance
  - Anticipates problems and unforeseen events and deals with them in an appropriate manner
  - Demonstrates an ability to make proper decisions when required
  - Demonstrates loyalty to the administrative team
  - Possesses high moral character and a good attendance record
  - Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
  - Participates in appropriate professional organizations and their activities
  - Maintains a calm attitude and sense of control at all times
  - Maintains a high level of ethical behavior and confidentiality of information
  - Possesses the ability to be flexible and adaptable to changing situations
- JOB GOAL**
- Serves as a district instructional leader in the Department of Teaching and Learning; serve as the District Testing Coordinator for Grades 7-12; assist the Teaching and Learning Directors with the management of all aspects of curriculum, student performance data, professional development, and collaborating with instructional coaches and principals
- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**
- The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Frequent work that may extend beyond the normal workday
  - Occasional exposure to blood, bodily fluids, and tissue
  - Occasional operation of a vehicle under inclement weather conditions
  - Occasional interaction among unruly children/adults
  - Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
  - Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
 Revision date:

POSITION NO. 272

- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

**Leadership – Curriculum and Instruction**

1. Serves as the Testing Coordinator for grades 7-12 including:
  - a. working in collaboration with the Teaching and Learning Coordinator for Grades K-6;
  - b. analyzing district, state and federal assessment data for the district;
  - c. managing the implementation and certification of required state and federal testing;
  - d. organizing, managing, and implementing all standardized testing with the building including:
    - i. training for staff
    - ii. maintaining accurate and complete records
    - iii. coordinating distribution and collection of secure test materials
    - iv. administering tests in accordance with the established test calendar
    - v. providing and completing all test documents to the Ohio Department of Education by established deadlines
2. Serves as a member of the Department of Teaching and Learning utilizing all school system, community and state resources in providing district leadership
3. Maintains on-going communications with the superintendent and district office personnel regarding school activities, problems, and instructional matters
4. Assists in the preparation and/or in presentation of reports or materials as requested by the district office, Board of Education, Fairfield County Educational Service Center or the State Department of Education
5. Keeps abreast of trends, research, and developments in the professional by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field
6. Works with and alongside instructional coaches throughout the district under the guidance of the Directors of Teaching and Learning to assist in the implementation of the Teaching & Learning goals and objectives
7. Assists in the collection, dissemination, and analysis of building student/staff data for buildings as assigned
8. Assists in the development of job embedded training opportunities
9. Collaborates, develops, and implements professional development planning
10. Assists with the district implementation of the Ohio Improvement Process
11. Assists in monitoring the implementation of appropriate instructional strategies
12. Assists with the development and implementation of the District’s Comprehensive Continuous Improvement Plan (CCIP)
13. Attends state, district and building level leadership meetings as assigned
14. Completes other duties and responsibilities as assigned

TERMS OF EMPLOYMENT	200 contract days
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