



Senior Coordinator, English/Language Arts

Reports to:	Director	FLSA Status:	Exempt
Department:	Curriculum & Instruction	Structure/Grade:	Unified 130
Division:	Curriculum & Instruction	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Develops a comprehensive college and career readiness curriculum aimed at enhancing learning opportunities for students. This initiative will include the provision of resources and training to support a cohesive instructional program.

Essential Job Duties

- Assists with the development, evaluation, and implementation of the curriculum aligned to an instructional framework and research-based strategies.
- Collaborates with district and school-based administrators in the development and implementation of instructional plans aligned to the state standards for K-12 English/Language Arts.
- Collaborates with other district-level departments to plan appropriate professional learning opportunities for teachers and leaders.
- Designs, implements and evaluates school and district staff development in concert with district initiatives.
- Interprets assessment results at the regional and school level to identify district trends; uses assessment results to improve the instructional program by supporting comprehensive school improvement.
- Collaborates with administration in the development and implementation of instructional plans to address the social and emotional learning needs of all learners.
- Provide targeted assistance in content and pedagogy to school-based leaders, district-level leaders, and other identified teacher leaders.
- Conducts regular classroom observations and provides feedback to teachers and instructional staff regarding the implementation of instructional practices to support instructional improvement.
- Support local school efforts to conduct appropriate professional learning opportunities for teachers in English/Language Arts.
- Supports district and local school efforts to provide appropriate learning opportunities and age-appropriate events, fairs, or competitions for students.
- Works in collaboration with various community organizations in support of the curriculum; pursues grant opportunities with partners and assists with implementation.
- Maintains knowledge of current relevant federal and state educational issues with consideration of the implication of these issues on local school programming.



- Procures resources and services to address curriculum and initiatives.
- Maintains compliance with all budget-related rules, regulations, and legal requirements.
- Performs other duties as assigned.

Qualifications

- A Master's degree in Education, Education Administration, or a closely related area from a Professional Standards Commission-approved accredited college or university is required.
- Minimum of five (5) years managerial/administrative level or school based closely related experience is required. If no school administration experience is held, five (5) years of progressive managerial/administrative level experience in a related industry field is required.
- Requires either a valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or in content area at T-5 or above. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for DCSD and state requirements; standardized testing in accordance with school system policies and state laws; school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Skill in effective oral, written, and interpersonal communication.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the internet; use relevant computer applications; prioritize tasks; and manages multiple assignments simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/3/2026