

Secondary Learning Coordinator

Job Description



Reports To: Director of Curriculum & Grants

Position Category: District Leadership & Administration

Qualifications:

A successful candidate for this position will possess a strong understanding of effective instructional practices at the 5th-8th grade level, with experience in supporting secondary teachers. A knowledge of secondary literacy and math curriculum is essential, with a focus on current best practices related to curriculum development and instructional practice. Previous experience as a school and district leader is preferred.

Overview:

The Secondary Learning Coordinator is responsible for overseeing the leadership of curriculum and instruction in grades 5-8. Under the direction of the Director of Curriculum and Grants, and in coordination with school principals, this individual will work to support high quality instruction and curriculum design to support the work of all educational professionals and ensure that students learn at high levels. The major responsibilities of this position include:

- Development, implementation, and evaluation of secondary instructional practices and programming,
- Leading the development, assessment, and revision of secondary learning competencies and aligning of competencies to high quality instructional practices,
- Collaborating with school-based leaders to support high quality instruction and curriculum planning, including teacher evaluation,
- Implementing a vision for secondary teaching and learning that leverages data to inform decision making,
- Supporting the professional development of secondary staff to support student learning,
- Collaborating with school and district leadership to support equitable and individualized interventions and supports for all students,
- Collaborating with school and district leadership to review and analyze secondary school assessment data to support student learning and growth,
- Working in collaboration with other members of the curriculum, instruction, and assessment team, under the direction of the Director of Curriculum and Grants, to ensure alignment, and
- Other duties as assigned by the Director of Curriculum and Grants.