

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/16	<u>COORDINATOR</u> <u>STUDENT ACCESS AND ADVANCEMENT</u>	3.10.10
Effective Date	Job Title	Index

**Primary Function:** Develops, implements, and coordinates efforts to promote and build on a culture of accessibility and advancement for all students. This position has responsibility for guiding efforts to conceptualize, define, assess, develop, and cultivate diversity and accessibility as institutional and educational resources that increase students' opportunities for rigorous learning experiences.

### **Responsibilities:**

- E-01 Plans, guides, and advises district leadership and staff on issues related to diversity, equity, and access to curriculum and instruction for all students.
- E-02 Assists in the development, implementation, and delivery of professional development for all levels of staff, with emphasis on the development of district-wide training to promote cultural understanding, competency, and a climate of equity, advancement, and inclusion.
- E-03 Assists in planning and development of goals, objectives, materials, methods, and activities for instructional programs.
- E-04 Manages the identification process of students referred for talented and gifted (TAG) testing, reports the District results, and oversees program instructional goals.
- E-05 Applies group process communication skills.
- E-06 Participates in the development and revision of the district's TAG instructional program (and other programs, as assigned).
- E-07 Assists principals and teachers in identifying and implementing best practices, including those which foster culturally-supportive learning environments and high academic and behavioral expectations for all students.
- E-08 Serves as a link between teachers and needed resources to ensure high levels of learning for all students.
- E-09 Assists in carrying out assigned program evaluation activities.
- E-010 Facilitates extended learning opportunities for identified students during school, after school, Saturday academies, and summer camps.
- E-011 Supervises and coordinates the day-to-day activities of assigned program assistants and other staff.
- E-012 Develops and oversees multi-year plans for program services to students.
- E-013 Identifies scientifically research-based programs for students and expands current services to students and teachers.
- E-014 Gathers, researches, and analyzes data for use in evaluating program impact and to refine district practices.

### **Major Planning Requirements**

- P-01 Prepares short- and long-range plans for the development and implementation of instructional programs.
- P-02 Develops feedback system(s) for assigned program(s).

## **Additional Functions**

A-01 Performs other duties as assigned.

### **Key Relationships:**

- Director of Instructional Services: Reports to this position.
- Assistant Superintendent
- Executive Director of Human Resources and/or appointed designee(s)
- Program Assistants, clerical staff: Supervises and coordinates as required.
- Consults and advises with district leadership and other staff.

### **Minimum Qualifications:**

- Licensure: A valid and current Oregon Administrator's license.
- Education: Master's Degree or equivalent training in curriculum, instruction, and leadership
- Experience: Five (5) years of verified successful experience in implementing and/or supporting initiatives designed to promote and enhance equity, accessibility, and inclusion for students and staff.
- Valid Oregon Driver's License
- Skills in leadership, organization, and communication
- Knowledge and experience in dealing with other cultures represented in the community
- Ability to use current technology to fulfill job requirements
- Use of interpersonal, collaborative and consultation skills with a variety of groups and individuals
- Use of confidentiality practices regarding student information
- Ability to create and facilitate successful professional development presentations.
- Ability to facilitate effective and purposeful meetings

### **Preferred Qualifications:**

- Demonstrated understanding and knowledge of Culturally Responsive Instruction/Inclusion practices.

### **Work Environment**

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

### **Physical Requirements**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

### **Term of Employment:**

230 days

**Salary Level:**

Placement on the current Salem-Keizer Public Schools supervisor salary schedule.

**Evaluation:**

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

**I am willing and able to perform the duties of this position as described in this job description:**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_