



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Administration

JOB TITLE: Administrator - Title 1/English Language Arts (ELA)

Reports to: Director of Curriculum & Instruction

Job Purpose Statement/s:

The Title1/ELA Administrator is responsible for providing instructional leadership for ELA and Title 1 Programs at the district and building level, ensuring compliance with ESEA, and improving educational outcomes for all students using a multi-tiered system of support model (RTI).

Essential Job Functions:

Title 1

- **Provide** leadership, assistance, and monitoring for all Title I programs/services as mandated by ESEA and categorical program monitoring guides
- **Manage** the Title I budget
- **Consult** regularly with principals and leadership teams on school and program improvement plans.
- **Support** Title 1/Intervention Teachers and hold monthly meetings
- **Coordinate** and monitor activities for schools in school improvement under ESEA

RTI/Coaching Functions (Will overlap with ELA functions)

- **Responsible** for writing and implementing the District's RTI Plan
- **Establish/Oversee** District EBISS (Effective Behavior Instructional Support System) Leadership Team with the goal of establishing systems where all students have access to quality Tier 1 instruction and supplemental supports (Tier II and III) required to gain the knowledge and skills to meet 40-40-20 and CCSS
- **Research** and identify appropriate curriculum based measurement tools to provide frequent progress monitoring of student progress
- **Guide** process for purchase of intervention materials
- **Identify** evidence based instructional programs which may be adopted by district to improve instructional outcomes for students
- **Monitor** and support general classroom reading and math instruction to ensure the use of sound teaching practices consisting of evidence based instructional practices which are implemented with fidelity
- **Promote** the use of research-based interventions in Tier II and Tier III
- **Plan** and deliver ongoing staff development for teachers and paraprofessionals with respect to RTI
- **Help** teachers and instructional staff implement research-based instructional practices that support the development of children's language, early literacy, and mathematical background and knowledge and concept development
- **Collect** and analyze student data
- **Oversee** data collection and progress monitoring at every tier
- **Use** data to help teachers identify and group students who need additional help
- **Support** teachers in documenting student progress
- **Work** with Student Services Director, building administrators, and teacher leaders to facilitate eligibility process for special education
- **Allocate** time and resources effectively
- **Organize** and help facilitate EBISS district team meetings
- **Participate** in mandatory EBISS trainings
- **Collaborate** efforts between EBISS district team and building teams related to RTI and PBIS

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- **Arrange** for reliable collection and utilization of EBISS relevant data in each school
- **Oversee** EBISS Grant
- **Coordinate** the completion and submission of EBISS deliverables
- **Assist** with decisions regarding allocation of EBISS grant funds, district professional development calendars, and district assessment plan
- **Communicate** regularly with assigned EBISS state coordinator
- **Lead** person accountable for timely delivery and monitoring of coaching, recruitment and selection of coaches, accountability structure for coaches

ELA (*Will overlap with RTI Functions)

- **Facilitate** the evaluation and selection of instructional materials for core instruction and intervention
- **Provide** technical assistance for identified schools and districts to support the implementation of core ELA instruction and intervention
- **Assist** districts, site leadership teams and classroom teachers to implement research-based school improvement practices and instructional strategies
- **Assist** teachers and administrators with assessing, planning, implementing and evaluating ELA instruction
- **Assist** the district and individual schools in the design and implementation of a high quality ELA professional development
- **Support** administrators in ELA curriculum and instructional leadership
- **Develop**, plan and organize professional development and coaching in ELA
- **Establish** and maintain clear communication and cooperative working relationships with a variety of educators and groups
- **Demonstrate** working knowledge and use of instructional strategies for working with the diverse needs of students in ELA
- **Assist** teachers in professional learning teams to design and analyze formative assessment and modify instruction to meet student academic needs
- **Facilitate** professional learning communities and data assessment teams
- **Research** and develop education resources, initiatives and interactions related to ELA
- **Uses** adult learning theory to design and implement professional development experiences
- **Use** data to analyze effectiveness of instruction and intervention and works with teachers and administrators to plan improvement
- **Provides** direction, assistance and support to improve student achievement by focusing on research-based programs, student assessment results and instructional strategies for at-risk learners
- **Direct**, coordinate, implement and evaluate educational programs aligned to Common Core Standards
- **Research**, develop and implement methodologies, programs and ideas to better serve at-risk students
- **Assist** the district and schools in the use of system-wide assessment programs and the use of regular formative assessment to guide reading instruction

Other Job Functions:

- **Maintains** regular attendance
- **Supervise** Curriculum Office Federal Programs Clerk
- **Supervise** K-12 Intervention Coach

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- **Participate, assist in leading** District Improvement Committees (e.g, Continuous Improvement Plan (CIP), Achievement Compact Advisory)
- **Perform** other related duties as assigned by the Superintendent and Director of Curriculum

Job Requirements – Qualifications:

- Minimum of five (5) years teaching experience
- Experience helping children develop literacy skills or beginning reading
- Strong understanding of scientifically based reading research, reading development, and types of assessment, purposes, and use of data
- Reading Endorsement preferred
- Experience in the use of assessment results to guide instruction
- Proficiency with Microsoft Excel
- Experience with easyCBM reporting system a plus
- Experience with budget management preferred
- Experience as an instructional coach preferred

♦ Skills, Knowledge and/or Abilities Required:

Skill in organizing, facilitating, and/or presenting at district trainings, strong communication with all stakeholders

Knowledge of research related to Response to Intervention/Instruction. Knowledge of Common Core State Standards

Ability to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision

Education Required: Master's Degree

Licenses, Bonding and/or Testing Required: Appropriate State license, with Reading and/or SPED Endorsement and a K-12 Administrator License, Criminal Justice fingerprint clearance, and valid driver's License and evidence of insurability

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other preferred: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: 262 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.