

Job Title:	Extended Learning Coordinator	Wage/Hour Status:	Exempt
Reports to:	Director of Academic Operations	Pay Grade	105
Dept/School:	Teaching and Learning	Date Revised:	October 30, 2024

Primary Purpose

Coordinate support and services for at-risk student populations through data analysis for curriculum, instructional resources, and supplemental programs at Title I campuses. Work collaboratively with stakeholders to support the development of programming for extended learning programs and other interventions in response to student performance data.

Qualifications**Education/Certification**

Valid Texas Teaching Certificate
Master's degree

Special Knowledge/Skills

- Demonstrate leadership ability in working with district and campus administrators, teachers, coaches, interventionists, and other applicable stakeholders
- Excellent knowledge of the balanced assessment system
- Excellent knowledge of Microsoft Office
- Skilled in using data collection tools, such as Tableau, Eduphoria, and other instructional resource reporting tools
- Excellent organizational, communication, presentation and interpersonal skills
- Knowledge of instructional administration
- Possess mediation and negotiation skills
- Sensitive to a multicultural community

Experience

Three (3) years teaching experience.
Administrative experience preferred.

Major Responsibilities and Duties

1. Collaborate with campus administrators, teachers, coaches, and interventionists to plan and deliver targeted student interventions aligned to the district's extended learning plan.
2. Interact positively and regularly as a team with coordinators, facilitators, and campus personnel to ensure standards of excellence throughout the district.
3. Assist schools in response to intervention based on assessment and post-assessment data.
4. Analyze data reports regularly based on district common assessments and other performance metrics.
5. Confer with Teaching and Learning supervisors on matters of concern and recommend actions needed to meet the needs of students.
6. Support principals in the pursuit of student achievement.

School/Organizational Climate

7. Promote and communicate districtwide high expectations of students and staff performance in an enabling, supportive manner.
8. Assist with maintaining a positive and safe environment in order to achieve District goals and objectives to ensure increased student achievement.
9. Project a positive image about effectiveness of District programs with students, staff, parents, and community.

School/Organization Improvement

10. Assist with identifying, analyzing, and applying research findings to ensure continuous student improvement.
11. Assist with planning an overall improvement program, to include extended learning opportunities.
12. Utilize campus data to facilitate strategic planning processes in order to address achievement gaps.
13. Review overall campus progress towards federal and State accountability systems.
14. Assist with identification of struggling students and intervention programs.

- 15. Create additional tools to disaggregate data to increase student achievement.

Professional Growth Development

- 16. Keep informed on the latest research trends and development in all areas of education.

Policy Reports and Law

- 17. Participate with other central office personnel in the development and the support of districtwide policies, practices and procedures.
- 18. Provide timely reports to the Executive Director

Additional Responsibilities

- 1. Develop systems and procedures to monitor campus use of funds and ensure that funds are expended appropriately and within federal, state, and local guidelines.
- 2. Review district policy and provide board updates when necessary.
- 3. Perform other assigned duties as may be required by the Supervisor.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Demands

Maintain emotional control under stress, occasional prolonged and regular hours. Must be able to multi-task.

Terms of Employment

226 days, salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.

