

## **CERTIFIED SPECIAL AREA AND ELECTIVE COORDINATOR**

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other district administrators, facilitators, and coordinators in supporting school and student success.

### **Chain of Command**

This position reports directly to the Director of 4-8 Curriculum.

### **Competencies of the Certified Special Area and Elective Coordinator**

The Certified Special Area and Elective Coordinator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment.

Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

## **Essential Duties of the Certified Special Area and Elective Coordinator**

- Ensure all students have access and are offered robust programs in special areas and electives that enhance their school experience and prepare them for Future Ready success. The Special Area and Elective Coordinator will work with the elementary areas of physical education and library and the middle school areas of physical education, family and consumer science, multimedia/computer science, STEM, and World Languages.
- Serve as a resource and coach to site staff regarding special area and elective standards, resources, events and extracurricular opportunities.
- Facilitate groups of content area teachers in the on-going alignment, development, implementation, and evaluation of district-wide curriculum resources and assessments.
- Support the process for selection, adoption, implementation and evaluation of district-wide special area and elective curricula, resources/materials, assessments and programs to support teaching and learning.
- Support unpacking and implementation of Arizona Standards for special area and elective areas of assignment.
- Work collaboratively with internal and external stakeholders to ensure horizontal and vertical alignment among special area and elective programs.
- Support educators in access and use of formative data to make thoughtful pedagogical decisions.
- Work collaboratively with internal and external stakeholders to collect feedback for the purpose of curriculum and instructional improvements.
- Participate on the District Curriculum Council as requested.
- Understand Board policies related to areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District, site, East Valley, and state levels.

### **Minimum Qualifications**

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Certificate with approved area of content

Knowledge and experience in the development and growth of special area and elective programs

### **Preferred Qualifications**

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

### **Date Revised**

2.27.2023