POSITION DESCRIPTION

POSITION TITLE: Regional Coordinator of Elementary Leadership and Learning

REPORTS TO: Chief of School Leadership

PRIMARY FUNCTION: The regional coordinator will support, supervise and coach building administrators in alignment with the district’s mission, vision, core values and strategic directions.

The regional coordinator will build an exceptional cadre of instructional leaders who focus on driving professional development and critical thinking in their buildings. This will be done by supporting building administrators in using data to drive outcomes and assisting them in developing school achievement plans that lead to improving student results, including growth and achievement, college and career readiness, and closing the achievement gap.

QUALIFICATIONS:

1. Certification: Certified by the Wisconsin Department of Public Instruction as Principal (10) or District Administrator (04 or 05) must be received prior to employment
2. Education:
   a. Required:
      i. Master’s degree in education, administration, business or a related field from an accredited college or university
      ii. Master’s degree in educational administration
   b. Preferred – Doctorate in educational leadership and/or administration
3. Experience:
   a. Required:
      i. A minimum of six (6) years related experience as a school administrator in increasingly responsible positions; or other combinations of applicable education, training and experience that provides the knowledge, ability and skills necessary to perform effectively in the position
      ii. Six (6) years of full-time, paid, professional, significant managerial experience with a track record of effective school leadership related experience as trainer, facilitator or supervisor
   b. Preferred: Experience in an urban school district

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Organize and conduct regular meetings with school administration to assess progress on the implementation of school achievement plans and determine action steps as needed
2. Provide coaching and guidance to building administrators on all aspects of school-wide achievement plans
3. Play a vital role in the screening, interviewing and selection of new regional coordinators and/or building administrators
4. Collect and evaluate evidence for building administrator evaluations and provide formative feedback on leadership based on competencies
5. Lead initiatives supporting the district’s strategic directions
6. Support the district’s mission, vision, core values and strategic directions
7. Support the Chief of School Leadership in monitoring the operational performance and compliance of schools and resolving all related issues
8. Approve school budgets to ensure they are aligned with and support school achievement plans
9. Attend all school board regular and standing committee meetings as well as relevant work group/ad hoc meetings
10. Facilitate and lead relevant work group/ad hoc meetings
11. Build, develop and lead building administrators toward exceptional outcomes for students, families and staff that result in closing the achievement gap
12. Review, problem solve and provide direction to building administrators regarding complex student discipline and/or educational issues
13. Develop and define annual data-driven goals for all building administrators
14. Work with the Office of Educational Accountability to provide a cyclical analysis of school and regional student achievement data that will aid building administrators in assessing student progress
15. Serve as liaison between schools, district departments/divisions and community organizations. Provide support to schools in developing curriculum, instructional strategies and professional learning
16. Coordinate collaborative decision-making among staff, parents and community groups
17. Work with building administrators to meet the needs of staff, students and community
18. Lead appropriate professional development for building administrators with a focus on school achievement and leadership
19. Support the Chief of School Leadership in reviewing, problem solving and providing direction regarding school staffing allocations and class sizes
20. Provide input into the development and/or enhancements to school safety plans and training as needed
21. Drive the successful integration of evidence-based strategies to ensure the growth and success of all schools
22. Assist in aligning school visions with the district mission, vision, core values and strategic directions
23. Create a shared understanding of challenges at the school level and identify opportunities for improved student achievement
24. Support the differentiated professional development of building administrators to ensure they have the skills to select, develop and evaluate staff
25. Provide clarity on roles, functions, goals and accountability metrics for building administrators toward their school-wide achievement plans
26. Support building administrators to ensure high quality implementation of school achievement plans, including positive school culture, standards, assessments and instructional guidelines
27. Provide support to building administrators regarding internal and external communications, presentations, speeches and correspondence with families and community members
28. Collaborate with a wide variety of internal and external stakeholders to facilitate conversations that lead to consensus, buy-in and course correction as needed
29. Evaluate education programs to ensure objectives for student education are met
30. Support the Chief of School Leadership in ensuring the district’s compliance with all applicable statutes and regulations by remaining informed, communicating requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance
31. Understand board policies, communicate guidelines inherent in those policies and oversee implementation of the policies
32. Provide support to the implementation and execution of the educator effectiveness system
33. Hire, supervise and coordinate all functions of the director of the early education program.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Prepare or direct the preparation of reports as required by federal, state and local regulatory agencies
2. Establish and maintain partnerships with institutions of higher education and community organizations
3. Follow a personal plan for professional development and actively seek out opportunities to grow professionally
4. Participate in professional organizations and attend appropriate conventions and workshops
5. Perform all other duties as requested by the Chief of School Leadership

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the promises and challenges of urban education
2. Effective and efficient time/task management skills, including strategic planning, managing and organizing
3. Leadership skills, including appropriate organization, creativity, flexibility and resourcefulness
4. Facilitation, consensus building and conflict resolution skills
5. Understanding of effective professional development skills
6. Knowledge of data analysis and reporting skills
7. Understanding and knowledge of the teacher evaluation process
8. Ability to maintain confidentiality of sensitive information
9. Ability to communicate clearly and concisely, both orally and in writing
10. Ability to operate a computer terminal/PC and other office equipment
11. Ability to analyze data, draw conclusions, interpret policy and communicate well with others
12. Ability to meet frequent deadlines and work under pressure
13. Work involves exposure to general public
14. Flexibility in adjusting to continuously changing situations
15. Ability to lead and resolve conflicts in situations involving students, families and staff

**EFFECTIVE DATE**: Appointment to this position is subject to confirmation by the school board and effective thereafter.

**TERMS OF EMPLOYMENT**: In accordance with the Administrative, Supervisory and Technical Classification and Compensation Policy.

**SALARY RANGE**: Salary is commensurate with experience.

**EVALUATION**: The employee will be evaluated annually in accordance with the Administrative, Supervisory and Technical Classification and Compensation Policy.

*The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, gender, national origin, disability or handicap, sexual orientation, or political affiliation in an educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.*