

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COORDINATOR I – HOMEBASE CURRICULUM EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, will provide access to and maintain instructional resources and materials as required by Curriculum and Instruction via the Home Base system. Employee is responsible for providing professional development and resources in order to increase teacher use and knowledge of the system. Will work in conjunction with GCS staff members to provide online instructional resources for all teachers. Employee assists with evaluating the effectiveness and organization of resources and develops strategies for improvement. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists specialists in modifying and updating content; enabling specialists to provide instructional resources via Home Base for all school staff.

Provides support, training and service to users accessing Home Base.

Assures resources served from the web site will be assessable and will look consistent on most browsers.

Creates and assures the functionality of the links.

Converts files between various formats.

Gathers information documenting the effectiveness of Home Base, interprets this information, and provides constructive input in its evaluation.

Monitors and analyzes web site traffic and prepares a statistical report accordingly.

Provides input into the continued development of the website.

Communicates information to school and district personnel relating to accessibility and updates in Home Base.

Communicates and assists with technical problems.

Coordinates work with the Curriculum and Instruction and the technology staff.

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Participates in the Instructional Technology and Curriculum and Instruction meetings.

Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Maintains current knowledge of technology and instructional practices that relate to the use of technology.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree (Master's degree preferred) in education supplemented by specialized computer courses, experience with curriculum and professional development, and 5 to 7 years of classroom experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must be certified to teach in the State of North Carolina and hold a current teaching license. Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, overhead projectors, typewriters, copiers, facsimile machines, calculators, protractors, compasses, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, applications, purchase orders, test results, etc. Requires the ability to prepare correspondence,

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reports, presentations, newspaper articles, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra, trigonometry, geometry, calculus and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of theories and principles in specified content area.

Thorough knowledge of the North Carolina State Curriculum.

Considerable knowledge of the current literature, trends, and developments in the field of education.

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Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding education.

General knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the grant application and administration process.

Skilled in coaching and leadership.

Ability to review and evaluate testing results and to develop a plan of action based on conclusions.

Ability to select appropriate and effective textbooks and other materials.

Ability to develop innovative and effective instructional materials.

Ability to use common office machines and word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.