

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COORDINATOR I – K-12 GLOBAL LANGUAGES

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of administrative tasks in coordinating the successful implementation of world languages programs in the county school system while providing support to school administrators, faculty, and staff. Employee is responsible for interpreting changes to the North Carolina curriculum regarding world languages and global education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee also provides professional development opportunities for staff and assists teachers in developing goals for individual programs. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Reports directly to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops and coordinates the implementation of the world language and global education programs (Grades K-12); visits schools and observes classes to evaluate current programs and assess the need for new programs; meets with principals and teachers to discuss the implementation of curriculum goals; schedules specialists as required.

Develops strategies and provides leadership for implementation of the district's world languages and global education programs.

Ensures teachers, principals, and curriculum facilitators are familiar with any changes to the North Carolina curriculum regarding world languages; provides leadership in curriculum planning and the formation of goals and objectives for world languages education.

Develops and coordinates the overall evaluation of the world languages programs in the district and develops strategies for improvement; coordinates and provides staff development opportunities for world languages classroom teachers.

Convenes periodic meetings of contact teachers and department chairpersons in appropriate areas of the world languages; attends department and general staff meetings as required.

Serves on teacher performance appraisal teams as requested by principals.

Assists the school system with the acquisition of appropriate textbooks, teacher guides, training manuals, testing and evaluation manuals and procedures, multimedia visual aids, and other instructional materials and equipment for world languages courses; monitors related equipment inventories and determines needs.

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Collaborates with community organizations to organize cultural activities for students; obtains financial support from various community organizations.

Keeps parents, administrators and community citizens informed about world language and global education programs in the school system.

Assists with budget development for world languages and global education programs and events, recommends appropriate policies and procedures to meet the district's world languages education objectives.

Participates in various professional and community organizations; attends various workshops, seminars and conferences to continuously update professional knowledge.

Develops and maintains a network of contacts to assist in the implementation of the district's world languages education programs.

Coordinates draft grant applications and proposals that support world languages education programs and supervises any and all personnel generated by such grants as well as all other district world languages staff.

Researches and selects outside consultants and trainers to conduct training in specific topics as they relates to world language education programs requirements.

Develops a comprehensive five year plan for world languages education in the district.

Develops district-wide teacher resources in alignment with world language and global education curriculum initiatives.

Coordinates assessments for students pursuing world language credits.

ADDITIONAL JOB FUNCTIONS

Assists Personnel Department in the screening and interviewing of teacher applicants as requested.

Administers placement exams to district and non-district students.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in world language education, or a related field with 5 to 7 years of experience teaching and serving as a world languages education program coordinator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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SPECIAL REQUIREMENTS

Must be certified to teach in the State of North Carolina and hold a current teachers 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, copiers, adding machines, artist pens and brushes, 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, 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, etc. Requires the ability to prepare correspondence, reports, presentations, 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; and to utilize decimals and percentages.

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using artist's tools.

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

Color Discrimination: Requires 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 and electronic mail.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of appropriate world languages activities for primary education students.

Thorough knowledge of the North Carolina State Curriculum as it applies to world languages education.

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

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

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

Skill in counseling and developing staff.

Ability to determine appropriate world languages programs and activities for each of the grade levels K through 12.

Ability to select appropriate and effective textbooks and other materials.

Ability to develop innovative and effective world languages instructional strategies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

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

Ability to develop and oversee 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.