

GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE: Paideia Coordinator

GENERAL STATEMENT OF JOB

The purpose of this position is to assist in the design, implementation, coordination, facilitation and evaluation of the Paideia program in Guilford County Schools. The goal of the Paideia program is to provide a rigorous liberal arts education in grades K-12 that will allow all graduates to have the skills necessary to earn a living, to think and act critically as responsible citizens, and to continue educating themselves as lifelong learners. This position does not directly supervise anyone. This position reports to the Director of Professional Growth, Training and Innovations and works collaboratively with the staff development staff and the Paideia team.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Works collaboratively with the Paideia Team to evaluate the staff development needs and cooperatively plan activities and programs with schools and National Paideia Center.

Assists Director in identifying needs of the Paideia program and creating strategies to meet those needs.

Assists in the evaluation of the program in conjunction with the UNC-G team.

Facilitates design and implementation of workshops by handling logistics and paperwork.

Coordinates networking among Paideia facilitators.

Assists with identification of quality resources and facilitators sharing of materials among schools.

Provides technical assistance to Paideia schools.

Assists staff in addressing goals and strategies in the school's plan for implementation.

Facilitates the orientation of school staff and community and central office staff.

Evaluates and provides constructive feedback to school leadership teams and to Paideia team.

Facilitates connections between Paideia and other programs in the schools.

PAIDEIA TEACHER ON SPECIAL ASSIGNMENT

Promotes, enhances, and facilitates public awareness/involvement with the program.

Confers with the Director and/or Paideia team to facilitate final decisions for operation of Paideia activities, programs, and program development.

Provides for his/her own professional growth.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

NC teaching license, demonstrates success as a teacher or certified staff position, strong communications and interpersonal skills with diverse populations, working knowledge of the Paideia principles, minimum five (5) years experience in Guilford County Schools preferred, ability to develop and conduct staff and parent presentations, knowledge of general policies, programs and practices used in educational organizations, organizational skills as applies to structure and assessment/modification of program, problem solving and decision making skills, flexibility and creativity in approaching tasks.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to 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 receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with

PAIDEIA TEACHER ON SPECIAL ASSIGNMENT

a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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; 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 to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. 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 persons acting under stress.

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

General knowledge of activities performed by lead teacher.

General knowledge of daily routines of the classroom.

General knowledge of student handbook rules.

General knowledge of procedures to follow in the event of an emergency.

General knowledge of methods of adapting instruction, equipment and tools for children with special needs.

General knowledge of the principles of organization and administration.

PAIDEIA TEACHER ON SPECIAL ASSIGNMENT

Some knowledge of the curriculum for the grade.

Ability to constantly monitor the safety and well being of students.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to maintain order and discipline in a classroom.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

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.