

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Coordinator Expanded Learning Pathways	Wage/Hour Status:	Exempt
Reports To:	Director Expanded Learning Pathways	Pay Range:	860
Dept./School:	Expanded Learning Pathways	Date Revised:	11/29/2022

Primary Purpose:

Provide coordination for Expanded Learning programs, including iLeap, eSchool, summer school, and enrichment summer camps. Collaborate with district staff to provide remedial and enrichment opportunities for students. Support district's programming aimed at serving acceleration, intervention, and enrichment needs of all students.

Qualifications:

Education/Certification:

- Master's Degree
- Valid Texas Teaching Certificate
- Valid Texas Administrator Certification (preferred)

Special Knowledge/Skills:

- Knowledge of failure prevention programs
- Knowledge of all levels of summer school programs
- A comprehensive understanding and working knowledge of curriculum, instruction, staff development, and instructional technology
- Ability to effectively balance and coordinate multiple projects at one time
- Understanding of online and blended course delivery
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to work as part of an innovative and fast-paced team

Experience:

- Three years of teaching experience
- Three years of experience with campus/central office leadership (preferred)
- Previous online teaching and curriculum development experience (preferred)
- Demonstrated experience with large-scale project management (preferred)
- Evidence of training and staff development (preferred)

Major Responsibilities and Duties:

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Assist with development and implementation of a cohesive district-wide Summer School plan to provide intervention, acceleration, and enrichment

Coordinate comprehensive Expanded Learning programming, including iLeap, eSchool, summer school, and summer enrichment camps

Support Expanded Learning efforts (i.e. iLeap, eSchool, summer school, and summer enrichment camps) on school campuses across the district

Generate reports and communicate data regarding Expanded Learning programming (i.e., iLeap, eSchool, summer school, and summer enrichment camps) for district and campus leadership

Collaborate with the Director of Expanded Learning Pathways and other district departments to ensure alignment of Expanded Learning programs with district curriculum and initiatives

Coordinate ordering, delivery and inventory for supplies/resources/subscriptions needed to support Expanded Learning programming, including iLeap, eSchool, summer school, and summer enrichment camps

Provide training and support for campuses on products and resources utilized to support Expanded Learning programming, including iLeap, eSchool, summer school, and summer enrichment camps

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other duties and functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent district wide travel, occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting of up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/11/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____