

**Newburgh Enlarged City School District**  
**Job Description**

<b>TITLE:</b>	<b>Director of ELA/English, K12</b>
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<b>REPORTS TO:</b>	<b>Assistant Superintendent of Curriculum &amp; Instruction</b>
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. New York State permanent teacher certification in English, Reading or Literacy required</li> <li>2. New York State certification as School District Administrator (SDA) or School District Leader (SDL) required</li> <li>3. Minimum of five years of successful ELA/English teaching experience</li> <li>4. Teachscape certification preferred</li> <li>5. Demonstrated experience with all facets of the APPR process, including the observation of teachers, the development of pre- and post-assessments, and the target setting of Student Learning Outcomes (SLOs)</li> <li>6. Extensive knowledge of a wide variety of instructional strategies and student grouping/classroom organizations to promote active student engagement and critical thinking</li> <li>7. Demonstrated knowledge of the content and research-based framework of the NYS Common Core Learning Standards for ELA</li> <li>8. Experience with instructional programs and strategies for identifiable student populations, such as English Language Learners and Students with Disabilities</li> <li>9. Familiarity with the methods and materials that promote technology-enhanced instruction</li> <li>10. Strong interpersonal skills</li> <li>11. Strong oral and written communication skills</li> </ol>
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<b>JOB GOAL:</b>	The Director of ELA/English K12 will monitor, evaluate and contribute to the improvement of the ELA/English program for grades K-12. The director will work with district and building administration to evaluate program effectiveness and tailor assistance to teachers based on the goals and identified needs of the NECSD.
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<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Formally coordinates, collaborates and communicates priorities with school leaders on a regular basis</li> <li>2. Collaborates with school administration in supervising instruction and evaluating teaching performance for ELA/English staff</li> <li>3. Oversees the development of pre- and post-assessments, and approves targets of Student Learning Outcomes (SLOs) for ELA/English in alignment with the NECSD APPR Agreement</li> <li>4. Supports schools with the observation of teacher practice, using the Danielson Teaching Framework</li> <li>5. Assists in interviewing and hiring highly ELA, English or Literacy teachers in collaboration with building principals</li> <li>6. Employs a variety of strategies to build the capacity of teachers in effective instructional and assessment practices that respond directly to the requirements of the Common Core Learning Standards, including individual and/or group learning opportunities</li> <li>7. Assists teachers with broadening and deepening their ELA/English</li> </ol>
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<p><b>DUTIES AND RESPONSIBILITIES:</b> (continued)</p>	<p>knowledge by facilitating inquiry-based processes such as small group PD sessions, study groups, lesson studies, and demonstration lessons</p> <ol style="list-style-type: none"> <li>8. Collaborates with the Director of Elementary Education and the District's Director of Data to plan, improve and oversee the ELA/English testing program for grades K-5</li> <li>9. Collaborates with grade 6-12 administration to plan, improve and oversee the ELA/English testing program for secondary grades</li> <li>10. Advises the principals on class loads and teacher subject assignment</li> <li>11. Provides support in analyzing student achievement data and assist in the facilitation of the schools' data team meetings</li> <li>12. Coordinates departmental curricular revision, rewriting and course distribution</li> <li>13. Conducts yearly inventory of teaching materials</li> <li>14. Identifies, provides, and assists teachers in the development of curriculum-aligned classroom materials</li> <li>15. Serves as chairperson of ELA/English textbook selection committee</li> <li>16. Builds and maintains the schools' resources for continuous instructional growth of teachers and administrators, including texts, multimedia, website links, technology software, research studies and articles, and lesson plans and demonstration lessons</li> <li>17. Uses APPR data and student achievement outcomes to generate district-coordinated courses for teachers and administrators</li> <li>18. Collaborates with building Principals and Assistant Principals in designing the form and content of building-based staff development in alignment with the NECSD Professional Development Plan (PDP)</li> <li>19. Informs building leadership team of the progress of professional development needs and initiatives on a regular basis and collaborate with the building leadership team to modify the building's PDP as needed</li> <li>20. Plans, organizes and facilitates regularly scheduled ELA/English department teacher meetings and/or grade-level meetings</li> <li>21. Prepares summary reports for the principal, the Superintendent and the Board on the status of ELA/English programs</li> <li>22. Prepares and administers the budget for the ELA/English department</li> <li>23. Identifies best practices and resources for the NECSD knowledge-sharing platform</li> <li>24. Plans and coordinates the Extended School Day and Extended School Year programs under Title I and the general fund for AIS and/or Talent Development purposes</li> <li>25. Performs additional duties and assignments upon request</li> </ol>
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