

Education Coordinator Responsibilities

This is not an all inclusive list, but is typical of the scope of work

Responsibilities	Details
Assist the Executive Director, through collaboration and consultation to:	
Supporting Teachers*	<p>Assist the Executive Director, through collaboration and consultation to:</p> <ul style="list-style-type: none"> ● Support teachers in developing strong Waldorf aligned instructional strategies ● Facilitate the development of inclusive, social justice and equity focused Waldorf curriculum ● Ensure that PVS instruction is aligned to Common Core State Standards ● Ensure teachers meet expectations of Portland Public Schools in instructional pacing, rigor, assessment etc. ● Plan and support implementation of the instructional program through the use of learning walks, observations, documentations, and follow-up. ● Observe employee performance, record observations, and conduct evaluation for assigned staff. ● Support teachers in evaluating instructional methods and materials ● Support teachers in developing effective learning plans and classroom management techniques. ● Provide or support instructional modeling and coaching ● In the planning and implementation of professional development teachers and staff. ● Facilitating and providing training for teachers and staff ● Supports of PLCs for staff in the area of math ● Finding and providing teaching resources ● Interviewing, selecting, and orienting new staff. ● Giving guidance for teaching students with behavioral challenges ● Listening and responding to teachers ● Responding to work requests ● Attending parent conferences when needed ● Meeting with students ● Finding class coverage as needed ● Talking with students (both individually and as a class) ● Supporting field trips as needed ● Supports in getting staff curricular and instructional materials, Mercurius materials, inventory, ordering in partnership with business offices and ED and inline with building budgetary considerations.

	<ul style="list-style-type: none"> ● Supports intervention and remediation plans
Substitute Teachers*	<ul style="list-style-type: none"> ● Ensure subs have sub plans ● Ensure teachers have emergency lesson plans ● Assist in orienting subs to building if necessary ● Assist in finding emergency subs within the PVS staff if necessary
Responding to Behavior*	<ul style="list-style-type: none"> ● Administers the student discipline program with ED ● Assists the Executive Director in ensuring that the school's policies and procedures related to student discipline referrals and discipline action plans meet state requirements. ● Reinforce school policies and procedures with staff and students ● Respond to incidents, ensure that school rules are observed and that student discipline response is developmentally appropriate. ● Carry out the disciplinary policies of the school ● Provides staff development for personnel regarding school safety, classroom management, effective discipline strategies ● Provide oversight of and support PBIS and RJ systems within the school ● Integrate PBIS and RJ practices ● Attend NW PBIS and other behavior conferences ● Attend RJ trainings ● Maintain training in non-physical interventions and safe restraint responses ● Administrative liaison to PBIS/RJ committee meetings ● Intake, conference and respond to student referrals <ul style="list-style-type: none"> ○ Interviewing ○ Listening/observing ○ Asking questions ○ Documentation ○ Parent and staff communication ○ Taking action - consequences ○ Facilitate and/or delegate RJ circles, dialogues and triads ● Ensure referral data is entered into SWIS and Synergy ● Analyze building data and work with committee to plan changes to procedures to reduce incidents of discipline ● Share discipline data at School Support Team meetings. ● Conduct observations of classrooms to gather data to support the development behavioral intervention plans ● Ensure the implementation of intervention plans to address individual student behavior incidents prior to their occurrence ● Ensure that students are adequately supervised ● Partner with teachers, staff and parents ● Progress monitor student behavior plans (PECs plan, CICO, ROCKS, Penny chart etc.)

	<ul style="list-style-type: none"> ● Provide direct student supervision - recess, dances, events
Admin Liaison to 504*	<ul style="list-style-type: none"> ● Attend district and building 504 meetings ● Reviewing 504 drafts with counselor ● Ensuring 504 compliance ● Facilitate the communication of 504 plan with teachers and support implementation of the plan ● Communicate with parents ● Providing guidance as needed
School Safety*	<ul style="list-style-type: none"> ● Articulates and supports school safety initiatives to the faculty and school community ● Supports the staff in Standard Response Protocol (lock down, lock out, evacuate the building, fire drills, earthquake drills etc.) ● Supports staff CPR training ● Supports Executive Director in response to COVID crisis and other health emergencies <ul style="list-style-type: none"> ○ Partners with E.D., Janitorial, Office and Staff to ensure physical student safety requirements are met ○ Ensures implementation of approved health plans ○ Facilitates any closures of cohorts as a result of possible COVID exposure ○ Others as necessary ● Supports and implements morning Drop Off and Afternoon Pick Up Routines and provides supervision ● Responding to any and all threats to school security
Communicating with Parents*	<ul style="list-style-type: none"> ● Ensures communication to families via phone calls and email ● Holds meetings with families as needed ● Partners with Executive Director in crafting mass communications as necessary ● Proofreading documents, handbooks etc. ● Creating signage ● Provide warm, welcoming school environment
Partnering with Admissions and E.D.*	<ul style="list-style-type: none"> ● Determines class placement, striving to maintain balanced classrooms and Waldorf methodologies ● May participate in meetings with parents of prospective students ● Assisting with communication and development of promotional materials as needed ● Supports orientation for incoming students ● Planning and participation in Journey Through the Grades
Administrative Responsibilities*	<ul style="list-style-type: none"> ● Confidential Administrative position ● Develops and sustains a climate of mutual respect and care between and among the students, families and adults of PVS ● Centers equity and articulates inclusion within policies and

	<p>procedures of the school</p> <ul style="list-style-type: none"> ● Works Administrative hours: Hours may include evenings, some weekends, if needed some days during winter and spring break, June and August - vacation is typically in July. ● Promotes and works all school events: i.e. open house, harvest fest, craft fair, fun run, curriculum nights. ● Has state approved administrative license or a degree in leadership, or is working towards these credentials. ● Attends the State School Law conference in December ● Attends assigned AWSNA, Alliance, ODE and other meetings as required to support the school ● Maintain appropriate certifications and training hours as required for maintaining or securing licensure ● Ensures implementation of staff handbook procedures and policies ● Works within the administrative framework to make change on the school level ● Messages decisions, communications and policies as administrative representative ● Maintains professional boundaries separation ● Effectively balances between great flexibility and great organization ● Mandatory reporting duties as necessary, child abuse, suspicious activity, law enforcement. ● Connecting students with supports i.e. school counselor, PPS supports, social workers etc. ● Supports effective implementation and provides assistance in meeting goals of building Program Improvement Plan (PIP) in the area of math 3-8 and ELA 5th. ● Supports the ED in supervising daily activities of all personnel in the attendance, safety and operations ● Portray an effective role model for staff, students, parents/guardians, community members. ● Develop knowledge of new educational trends
<p>Supporting the Executive Director*</p>	<ul style="list-style-type: none"> ● Assist the Executive Director in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School's Board ● Confer with the Executive Director on decision making and plans ● Daily communication at the beginning of the day to set course for the day, regular communication to review what work was done, what happened, what plans were made that day. ● Meeting and conferring with students, parents, faculty and staff ● Serve as administrator on site in the absence of the Executive Director. ● May attend PPS meetings in the absence of the ED as assigned

	<ul style="list-style-type: none"> ● Participates in collaborative work sessions ● Participates in PLCs, Tier I & II meetings ● Participates in weekly Leadership Team meetings ● Participates in School Support Team meetings with admin, counselor, and office staff ● Participates in monthly safety committee meetings ● Typical assignments include: <ul style="list-style-type: none"> ○ Maintaining records and files ○ Preparing reports as assigned ○ Providing information as requested ○ Collaboratively creating documents ○ Collaboratively creating communications ○ Serving as a sounding board ○ Providing suggestions to improve ○ Supports the preparation of handbooks ○ Provides data as requested ○ Scheduling ● Developing staff job posting, descriptions and supports staff meeting these goals ● Participating with hiring panels and interviewing ● Assist in assigning teachers to special duties ● Organizes the promotion ceremony ● Oversees festivals and ceremonies ● Partners with Executive Director in writing and implementing staff plans of improvement ● Participate in disciplinary meetings with staff ● Other Duties As Assigned
State Testing*	<ul style="list-style-type: none"> ● Supporting staff in annual training for Kindergarten Assessment and SBAC via. Pepper. ● Supporting the creation of a secure testing space in classrooms ● Supervising PVS state testing coordinator ● Sporting compliance with testing requirements via collaborating with the PVS testing coordinator
Other related duties as assigned*	