Innovation and Special Projects Coordinator

Reports to: Chief Officer for Academics and Student Support Services
Supervises: N/A
Term of Employment: 12 months
Salary: Appropriate Central Office Administrator Salary Schedule
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
  • North Carolina Teacher Licensure
  • Minimum of 5 Years of Successful Teaching Experience
  • Master’s Degree in Education-preferred

Essential Job Functions:

• Assists in leadership with Academics and Student Support Team Services in the development of initiatives and professional learning
• Assists in the evaluation of instructional methods and programs, recommending how such methods and programs could be replicated in the district
• Collaborates with the Director of Curriculum and Instruction regarding professional development necessary for the effective implementation of the intended curriculum and instructional best practices in all schools
• Collaborates with the Director for Planning, Accountability and Research and, the Director of Curriculum and Instruction to manage the school improvement process within all schools.
• Assists in a district wide program of professional development based on the districts strategic plan
• Provides guidance and support to the Beginning Teacher and Mentor Support program
• Stays abreast of the research regarding lastest trends in curriculum, instruction and STEM education
• Assists in support programs for teachers seeking initial, advanced and renewal levels of National Board certification
• Models lessons for K-12 classroom teachers to support teacher development with content and pedagogy
• Assists in the recruiting, screening and training of qualified candidates for teaching positions in the district
• Collaborates with principals about curriculum content and instructional strategies to support teacher professional growth and development and classroom effectiveness
• Works cooperatively with others to ensure horizontal and vertical alignment among programs
• Assists in the work of curriculum content specialists who provide special support to the schools
• Collects and shares vital information from the state in regards to legislation surrounding learning and teaching. Coordinates with the Chief Officer for Academics and Student Support Services to provide any supplemental supports teachers and administrators may need surrounding legislation
• Provides guidance in the selection and use of textbooks, digital resources and other teaching materials and professional development to maximize their effective use
• Collaborates with Director and Assistant Director of Technology to support Digital Integration Facilitators (DIFs) and appropriate professional development and selection of digital resources
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional organizations devoted to the advancement of curriculum and instruction and learning and teaching
- Assists in development, revision and publishing of reports and informational research
- Collaborates with the Assistant Director for Technology on the integration of STEM education K-12
- Works to target opportunities for additional funding and partnerships
- Works to support innovation throughout the district
- Performs other duties and responsibilities as assigned by supervisor
Specialist for Innovation and Special Projects Coordinator

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations