



**TITLE:** PRIMARY YEARS PROGRAMME COORDINATOR

**REPORTS TO:** Head of School

**EVALUATION:** Head of School

**SCOPE:**

The Primary Years Program Coordinator is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the York Academy Regional Charter School and International Baccalaureate policies. This is a 12-month position that will participate as a member of the administrative team. The position requires evening hours according to the special events schedule.

**PRIMARY RESPONSIBILITIES:**

1. Provide pedagogical leadership to ensure the development and delivery of a well-articulated educational program that is current, comprehensive, and consistent with the philosophy and objectives of the York Academy and the International Baccalaureate Primary Years Programme
2. Facilitate professional development of research-based instructional practices that result in improved teaching and learning across grades and contents
3. Provide individualized, classroom-based coaching and evaluation of teachers with a focus on improving student achievement.
4. Assist in monitoring students in common areas such as the cafeteria and playgrounds
5. Participate weekly grade level team meetings to coordinate instruction across classrooms
6. Participate on the “Student Services Team”
7. Oversee training, scheduling and facilitation of testing for school-wide assessments for students in grades K through Six, including Pennsylvania State Standards Assessments (PSSA), Fountas and Pinnell testing; Measures of Academic Progress testing; and DIBLES.
8. Support and facilitate the use of data to drive and improve teaching and learning across the Primary Years Programme
9. Perform all other duties assigned by the CEO/Head of School

**EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:**

Pennsylvania Teacher Certification or its equivalent  
Five+ years of elementary school teaching experience  
Pennsylvania –certified Principal, preferred

**PHYSICAL DEMANDS:**

Occasional travel to homes and outside agencies  
Frequent walking throughout building  
Often sitting at desk for extended periods  
Standing for limited periods of time  
Moderate lifting from 15 to 30 pounds  
Some carrying – up to 30 pounds  
Manual dexterity to use office equipment

**SENSORY ABILITIES:**

Visual acuity to read correspondence and manuscripts  
Auditory acuity to be able to use telephones  
Ability to speak clearly and distinctly

**WORK ENVIRONMENT:**

Generally office, common areas, playground, classroom, and cafeteria settings

**TEMPERAMENT:**

Ability to work as a manager and member of a team  
Must be courteous and able to effectively communicate with staff and students  
Must be cooperative, congenial and service-oriented, and promote these qualities in the department  
Ability to work in an environment with frequent interruptions

**COGNITIVE ABILITY:**

Ability to follow written and verbal directions  
Ability to complete assigned tasks with minimal supervision  
Ability to read and write in English  
Ability to use correct grammar, sentence structure, and spelling  
Ability to compose clear, concise sentences and paragraphs.  
Ability to organize office setting to efficiently accomplish tasks  
Ability to work independently and make work-related decisions  
Ability to exercise good judgment in prioritizing tasks  
Ability to communicate effectively at all organizational levels

NOTE: All abilities above must be at a professional level, as expected from the required educational level of the job.

**SPECIFIC SKILLS:**

Strong public speaker to represent the school and Head of School at functions  
Empathy to deal with students and families with their concerns, issues, and questions  
Curricular knowledge of the state standards and the IB framework to lead teachers  
Organizational Acumen for planning curriculum and activities for the current year and beyond  
Data analysis skills to disaggregate PSSA's and other assessments according to groups and sub-groups in the Academy as related to Pennsylvania and national standards

*York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*

Approved: **October 26, 2020**