

**Job Description**

Job Title: **Educator Effectiveness Administrator**  
 Job Family: **Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **April 2015**

Job Code: **3069**  
 FLSA Status: **Ex – A**  
 Pay Range: **L 14**  
 Work Year: **12 months**

**SUMMARY:** Responsible for the development and implementation of an educator effectiveness system. Provide district-wide leadership, training and support to schools and other departments in the implementation of educator effectiveness. Maintain and deliver a clear understanding of all aspects of educator effectiveness including understanding and use of the RANDA system, performance rubrics, assessment literacy, measures of student learning, teacher categories, and instructional best practices within classrooms, administrative evaluation and observation protocols and processes. Lead the development of tools and resources to support teachers and administrators while partnering in the development and implementation of classroom assessments. Collaborate with district stakeholders and provide guidance and suggested next steps based on analysis of district-wide student achievement data. Partner with other departments to develop educational targets, monitor legal issues, and ensure student goals and objectives, as outlined in the District Unified Improvement plan are met. Ensure district-wide compliance around federal, state, and Superintendent and Board of Education policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Collaboratively lead the district-wide implementation of the educator effectiveness performance system for teachers and school leaders. Ensure the development and confirmation of definitions, tools and processes related to educator effectiveness and provide appropriate levels of support and problem solving to building administrators and teachers	D	25%
2. Plan and facilitate the Educator Effectiveness district level committee. Facilitate district-wide collaboration and decision-making processes.	M	15%
3. Plan, develop and facilitate training for teachers, cohort members, principals, assistant principals and designated evaluators to understand the Educator Effectiveness system to include the quality standards, evaluation processes, protocols, and reporting tools.	D	30%
4. Monitor all state level communication regarding educator effectiveness expectations and implementation guidelines. Participate in state level meetings as a representative of Adams 12 Five Star Schools.	M	10%
5. Make recommendations regarding the results of data analysis of district-wide student achievement data to ensure quality instruction.	M	10%
6. Ensure compliance in federal, state, local policies as well as Superintendent and Board of Education policies.	Ongoing	5%
7. Perform other duties as assigned.		5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university
- Master’s degree from an accredited college or university in curriculum, instruction, supervision and/or a specific content area
- Minimum of five (5) years of public education teaching experience.
- Minimum of five (5) years of experience in as a building based administrator; three years of principal experience required

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must possess or be able to obtain a valid Colorado Principal’s License.
- Must possess the required license or the ability to fulfill the requirements for the No Child Left Behind Act of 2002.
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Knowledge of teacher and administrator evaluation process and procedures
- Knowledge of Educator Effectiveness state and district expectations for implementation preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and the RANDA management system
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Google

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Curriculum and Instruction Executive Director	3066

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for assisting with interviewing, providing professional learning opportunities for all levels of employees; assisting with addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				x
Walk				x
Sit			x	
Use hands to finger, handle or feel	x			
Reach with hands and arms	x			
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills		x		
Compile		x		
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	