

**TITLE:** Professional Development Coordinator

**QUALIFICATIONS:**

- Knowledge of current educational research and issues
- Experience creating and leading in district PD
- Demonstrated experience in a leadership position
- Demonstrated organizational skills
- Demonstrated success in communicating effectively with principals, staff, and outside consultants
- A working knowledge of current research and resources related to district and school-based goals, staff development, and group processes

**DIRECT SUPERVISOR:** SUPERVISOR OF CURRICULUM AND INSTRUCTION

**COORDINATES:**

- District K-8 professional development opportunities

**JOB GOAL:**

- Serve as the district leader in overseeing and managing K-8 professional development

**PERFORMANCE RESPONSIBILITIES:**

- Align professional development with the instructional vision of the district
- Create and present a presentation for *New Teacher Orientation*, focus on *WHAT DOES IT MEAN TO BE A WYCKOFF TEACHER*
- Facilitate and attend mentee meetings
- Facilitate book club discussions at mentee meetings
- Assist Supervisor of Curriculum and Instruction with planning for district PD days
- Create, plan, and coordinate a Fall and Spring in-service programs for professional staff based on district priorities for instructional improvement
- Conduct needs assessments, as needed
- Assist in development of a second, third, and fourth year mentoring program aligned to new first year program
- Create feedback reports on consultants' work
- Coordinate professional development with *Supervisor of Curriculum and Instruction* and plan dates/times/locations, regarding the use of outside consultants in the district
- Attend monthly meetings with *Supervisor of Curriculum and Instruction*
- Provides other PD related duties as assigned

**TERMS OF EMPLOYMENT:** This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff

**SALARY:** Salary based upon current hourly rate

**TITLE:** Elementary Makerspace Coordinator

**QUALIFICATIONS:**

- Knowledge of instructional practices
- Experience in a leadership position
- Knowledge of makerspace work
- Demonstrated organizational skills and ability to lead others

**DIRECT SUPERVISOR:**

SUPERVISOR OF CURRICULUM AND INSTRUCTION

**COORDINATES:**

- District K-5 Makerspace implementation

**JOB GOAL:**

- Serve as the district leader in overseeing, managing and growing the implementation of makerspaces. Since innovation is ever-changing and student-driven, a Makerspace Coordinator would support the fluid nature of the growth, change, and implementation of Makerspaces within the district's elementary schools.

**PERFORMANCE RESPONSIBILITIES:**

- Provide leadership as to the development and expectations of District makerspace programs
- Assist with the alignment of an educational makerspace program with CCSS/NGSS
- Oversee and facilitate K-5 connections to STEAM
- Coordinate and oversee purchases
- Provide opportunities for point people within each building to share ideas, collaborate together, present to staff members
- Collect and vet teacher recommendations for materials, activities, updates, differentiation
- Create a system for updates to communicate with elementary principals, coaches and teaching staff
- Attend monthly meetings with Supervisor of Curriculum
- Communicates with principal in each building to ensure consistency and maintenance
- Liaison to Bergen Makerspace group
- Consult with Bergen County MakerSpace, colleges, WPL
- Provides other duties related to makerspace implementation

**TERMS OF EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**SALARY:**

Salary based upon employees current hourly rate

**ADOPTED:**

**REVISED:**

**TITLE:** K- 5 Atlas Curriculum Mapping Coordinator

**QUALIFICATIONS:**

- Knowledge in Atlas functions
- Experience in a leadership position
- Organizational skills

**DIRECT SUPERVISOR:**

SUPERVISOR OF CURRICULUM AND INSTRUCTION

**COORDINATES:**

- Communicate updates to curriculum in Atlas with elementary principals, coaches and teaching staff
- Communication of changes to appropriate groups
- Consistent expectations for curriculum documents found in Atlas

**JOB GOAL:**

- Serve as the district leader in overseeing and managing Atlas. Staff agree that Wyckoff's curriculum is a living document, open to revision. Since Atlas documents can be modified as needed, the Atlas Curriculum Coordinator would support the fluid nature of our curriculum as it lives in Atlas.

**PERFORMANCE RESPONSIBILITIES:**

**DISTRICT**

- Provide ongoing teacher training for effective Atlas use
- Collect and vet teacher recommendations for activities, updates, differentiation
- Train new teachers on effective Atlas use
- Create a system for updates to Atlas and disseminate for teachers
- Assist with needs as teachers input their curriculum
- Align Atlas to NJQSAC expectations
- District point person for Atlas district/teacher
- Stay current as Atlas continues to change their product to improve
- Attend monthly meetings with Supervisor
- Provides other related duties as needed

**TERMS OF EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**SALARY:**

Salary will be on an hourly basis.

**APPROVED BY:**

**DATE:**

**REVISED**

Elementary School

**TITLE: ELEMENTARY SCHOOL TEST LEADER**

**QUALIFICATIONS:**

- Knowledge of planning testing and analyzing test data
- Considerable knowledge of state and local testing requirements
- Demonstrated experience with leading teams, interpreting and presenting data to teams
- Ability to oversee/supervise the effective implementation of required state, district and other (e.g. NAEP, Cogat) assessments.
- Experience in a leadership position
- Demonstrated organizational skills
- Demonstrated ability to work in a team setting with district staff
- Demonstrated experience in workshop presentations

**DIRECT SUPERVISOR:**

**SUPERVISOR OF CURRICULUM AND INSTRUCTION**

**COORDINATES:**

- District K-5 the administration of and planning for testing

**JOB GOAL:**

- Coordinate, supervise, and plan the school based implementation and administration of New Jersey statewide and local district testing, and other testing.

**PERFORMANCE RESPONSIBILITIES:**

- Plan with principals and provide teacher training for all standardized assessments
- Remains current of all updates regarding PARCC
- **Attend training sessions for PARCC**
- Manage all aspects of test materials ordering system, including print orders and test materials with special modifications
- Organize, manage, and implement all standardized testing across the elementary schools
- Communication regarding testing with elementary principals, coaches and elementary student and teacher information with technology director
- Communication of changes to appropriate groups
- Communication with parents for district testing
- G and T criteria for entrance to programs
- Assist schools in preparing for state-wide assessment programs and consult with data processing staff on computer hardware and software issues and concerns.
- ~~Analyze data and work with the school administration and faculty in understanding assessment data in order to generate effective responses to the school/students' needs.~~
- ~~Assist in the interpretation of test results and provide written interpretation and analysis for school and individual teacher use~~
- Ensure adherence to established policies procedures and standards
- Maintain accurate and complete records as necessary
- Coordinate distribution and collection of secure test materials

- Create schedules with principals for administering tests in accordance with the established test calendar windows
- Provide and oversee completion of all test documents by established deadlines
- Tests include, but not limited to
  - 3-5 PARCC administration
  - Cogat administration
  - Grade 4 NJASK Science testing
  - NAEP
  - FLOW math assessments
  - Investigate discrepancies in test administration
- Provides other test related duties as needed

**TERMS OF  
EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**SALARY:**

Salary will be paid on an hourly basis.

**APPROVED BY:**

**DATE:**

**REVISED**

**TITLE: MIDDLE SCHOOL TEST LEADER**

**QUALIFICATIONS:**

- Knowledge of planning testing and analyzing test data
- Considerable knowledge of state and local testing requirements
- Demonstrated experience with leading teams, interpreting and presenting data to teams
- Ability to oversee the effective implementation of required state, district and other (e.g. NAEP, Cogat) assessments
- Experience in a leadership position
- Demonstrated organizational skills
- Demonstrated ability to work in a team setting with district staff
- Demonstrated experience in workshop presentations

**DIRECT SUPERVISOR: SUPERVISOR OF CURRICULUM AND INSTRUCTION, MIDDLE SCHOOL TEST COORDINATOR**

**COORDINATES:**

- District 6-8 the administration of and planning for testing

**JOB GOAL:**

- Coordinate and supervise, and plan the school based implementation and administration of New Jersey statewide and local district testing, and any other testing.

**PERFORMANCE RESPONSIBILITIES:**

- Plan with principals and provide teacher training for all standardized assessments
- **Attend training sessions for PARCC**
- Remain current of all updates regarding PARCC and NJASK Science 8
- Manage all aspects of test materials ordering system, including print orders and test materials with special modifications
- Organize, manage, and implement all standardized testing across the middle school
- Communication regarding testing with middle school principal/vp, facilitators, team leaders, and technology director as needed
- Communication of changes to appropriate groups
- Communication with parents for middle school district testing
- ~~G and T criteria for entrance to programs~~
- Assist schools in preparing for state-wide assessment programs and consult with data processing staff on computer hardware and software issues and concerns.
- **Analyze data and work with the school administration and faculty in understanding assessment data in order to generate effective responses to the school/students' needs.**
- ~~Interpret test results and provide written interpretation and analysis for school and individual teacher use~~
- Ensure adherence to established policies procedures and standards
- Maintain accurate and complete records as necessary
- Coordinate distribution and collection of secure test materials

- Create schedules with principals for administering tests in accordance with the established test calendar windows
- Provide and oversee completion of all test documents by established deadlines
- Tests include, but not limited to
  - 6-8 PARCC administration
  - Grade 8 NJASK Science testing
  - NAEP
  - FLOW math assessments (possible)
  - Investigate discrepancies in test administration
- Provides other test related duties as needed

**TERMS OF  
EMPLOYMENT:**

This position is expected to be performed during the 10 month school year. However, some summer hours may be required. This position will be appointed annually.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**SALARY:**

Salary will be paid on an hourly basis.

**APPROVED BY:**

**DATE:**

**REVISED**