

FOCUS ON LEARNING COORDINATOR

JOB GOAL:

Leads staff forward in the Focus on Learning improvement process of the school while acting as a resource for current thinking and research on school change. Facilitates the school-wide process assessing the ESLRs (Expected School-wide Learning Results) within the FOL process.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

Organizes and coordinates the different Focus Groups required for the Focus on Learning accreditation process. The five categories are:

- A. Organization
- B. Curriculum
- C. Instruction
- D. Assessment and Accountability
- E. Student Culture and Support for Student Personal and Academic Growth

Designs, coordinates and facilitates in-services dealing with ongoing school-wide learning needs of students.

Attends Department Chair, SDM (Shared Decision Making), and Curriculum Council meetings as needed.

Contracts to meet for up to four days in the summer for planning purposes.

Attends regular FOL self-study Steering Committee meetings.

Coordinates the development of and writing of the Focus Group Report

Attends FOL training presented by WASC.

REPORTS TO:

Principal

PRIMARY EVALUATOR:

Principal

QUALIFICATIONS:

Tenured certificated employee

Strong collaboration skills

Effective communicator and facilitator

Positive human relation skills

Knowledge of Interest-Based Problem Solving

Revised 12/2018