

## **Job Title: LEARNING LOSS COORDINATOR**

### **POSITION SUMMARY:**

The Learning Loss Coordinator develops and implements the Learning Loss Program for Rhea County Schools.

### **ESSENTIAL FUNCTIONS:**

- Leadership and motivation to guide Learning Loss Instructors and teams through maintaining records, documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner
- Scheduling learning loss instructional times with school administrators
- Coordinates gathering data from various sources of assessments in order to make academic decisions for students identified with learning loss or gap areas.
- Maintain confidentiality of assessment data
- Facilitate and lead data meetings on a quarterly basis.
- Participate in setting future statistical goals for at risk students served by LL Instructors
- Oversee the procurement and distribution of materials and supplies purchased with ESSER funding and used by Learning Loss teams
- Evaluate, provide verbal and written feedback for instructors using the Project Coach Model.
- Responsible for weekly time sheets of team members
- Report to Director of Schools findings and trends associated with data and assessments of the identified learning loss students
- Coordinates learning loss components, support needs and materials for the purpose of meeting student needs while complying with district and/or program guidelines
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **QUALIFICATIONS:**

- Valid Tennessee teacher's license
- Master's degree
- 5 years minimum experience in School Administration

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

**Requirement:**

This is a certified position.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools