



DENVER PUBLIC SCHOOLS Job Description Form

Please submit form electronically to Adam_Barnett@dpsk12.org

Proposed Job Title: ELO Director		Date: June 5, 2012
FSLA Status: <i>(To be completed by HR)</i> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		Work Year: 2012-13
Department: PSR	M16: 77,505 - 98,819	Job Code: 7384
Reports To: IS, Middle School		

PHYSICAL/ENVIRONMENTAL CHARACTERISTICS

Essential functions are routinely performed in:

General Office Setting Mechanical Setting Outdoors Other (Describe): Coordinator will travel to school sites to assist and support their needs

Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.

POSITION OBJECTIVE – Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

DPS has several schools participating in an ELO initiative. The ELO (Expanded Learning Opportunity) initiative by reflecting, planning and implementing the use of time through a three-pronged approach of strengthening current expanded time initiatives, providing additional learning opportunities to targeted students and leading a comprehensive planning process to redesign in the school day and year.

The successful candidate must demonstrate a strong commitment to academic excellence and personal growth of every school leader participating with the ELO initiative by assisting them with the implementation of their plans through support with staff development and instructional needs. The expectation of the ELO Coordinator will be that 75% of the ELO coordinator’s role will be spent in school buildings working with school leaders, TEC, facilitators, and/or site based designee. The ELO coordinator will have overall responsibility for managing an effective district and school planning process that will lead to the implementation of the ELO school-based plan. This planning process will focus on four primary areas: (1) redesigning the education program; (2) building local and community support; (3) creating school/community partnerships; (4) developing effective collaboration between labor and management; and (5) working with school leaders and schools with data to progress monitor impacts of their plan, provided support for school leaders and schools with professional development, and feedback of instruction and curriculum as it relates to their plan.

ESSENTIAL FUNCTIONS – Describe each of the basic functions and responsibilities of the job.

- Work with principal(s), instructional superintendent(s), HR partner(s), and finance partner(s) to ensure clear communications amongst all parties and networks
- Facilitate the district and school planning process and ensure the planning process is making sufficient progress in all four primary areas mentioned above
- Help to organize outreach to parents and the community about the ELO initiative and its progress
- Facilitate the development of partnerships between the participating school(s) and community-based organizations
- Advise the superintendent and principal(s) on effective planning process and how to manage the ELO implementation process, and the development of their ELO budget
- Create an evaluation system to progress monitor the effects of schools’ ELO plans
- Work with principal(s) to support their plan via instructional walks, PD, and curriculum evaluation and implementation
- Assist with data analysis for progress monitoring of systems related to the school’s ELO plan

LICENSURE & CERTIFICATION – Include licensure and certification requirements, if applicable.

- A current valid State of Colorado Principal license preferred

EDUCATION & EXPERIENCE – Describe the minimum education and experience required for the job.

- Master's degree is preferred

KNOWLEDGE & OTHER QUALIFICATIONS – Describe specific knowledge and qualifications required for the job.

- Knowledge and understanding of Extended Learning Opportunities initiative
- Strong project management skills, including experience implementing multi-phased projects and working with many different parties
- Strong communication skills
- Ability to create community partnerships
- Extensive experience in education and education reform including experience in program development, budgeting, scheduling, staffing, and contracts
- Experience building collaborative teams and consensus on multi-phased projects
- Strong commitment to education and to the issue of time and learning
- Ability to work well in a team environment
- Ability to evaluate data and provide feedback to principals
- Strong background knowledge of curriculum and instruction

EQUIPMENT & VEHICLES USED – Include the equipment and vehicles used, if applicable.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.