



**POSITION TITLE:** PLTW Coordinator

**F.L.S.A:** Exempt

**QUALIFICATIONS:** Valid Missouri teacher certificate for appropriate level.  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.  
Desire to continue career improvement by enhancing skills and job performance

**REPORTS TO:** Building Administrator

**TERMS OF EMPLOYMENT:** Teacher contract days with benefits according to Board policy.

**JOB GOAL:** This position is expected to support research initiatives, establish project goals and deadlines, foster collaboration and innovation among team members, proactively manage cross-functional team outputs, exercise good judgment, anticipate support needs, and facilitate on-time, on-budget project completion. This position requires exemplary analytical, interpersonal, written and verbal communication skills.

## **ESSENTIAL JOB FUNCTIONS:**

1. Strong teacher and leader, with a history of results, able to analyze instruction and help others improve their practice.
2. The ability to balance the demands of an instructional leader with the management of the continuous program improvement process.
3. Uses data and other evidence to make decisions about research-based best practices and high-yield instructional strategies.
4. Able to build strong classroom and school culture, drive classroom and school change, build strong relationships, and influence/lead others.
5. Possesses characteristics relative to giving and gaining respect; shows empathy and works collaboratively with PLTW instructors.
6. Effective and articulate verbal and written communication skills using a variety of channels to PLTW staff, network and public.
7. Able to lead and model advanced instructional and administrative 21st Century technology skills; demonstrates ability to serve as a technology accelerator.  
Manage projects within the policy, advocacy and research scope concurrently,

- providing feedback to leadership on project status and innovating process improvements;
8. Stay abreast of best practices in project management and actively seek feedback from PLTW leaders and colleagues;
  9. Create and distribute project status reports, provide presentations at team meetings and track projects to completion, leveraging key results for continuous improvement and building upon effective strategies;
  10. Draft reports, memos, letters, emails, web-site content, and prepare PowerPoint presentations;
  11. Balance multiple priorities, working independently and participating as part of a cross-functional team, keeping others informed through clear written and verbal communication;
  12. Help monitor proposed legislation (local, state, and/or federal, as relevant) and pending actions by public agencies that will affect assigned policy areas;
  13. Coordinate activities with other PLTW leaders and staff in order to ensure overall success of PLTW.
  14. Organize PLC's relative to PLTW
  15. Continuously provide coaching and modeling support for teachers teaching PLTW courses and/or pathway courses  
Abides by Missouri statutes, school board policies and regulations.
  16. Upholds school rules and administrative regulations.
  17. Coordinates development and implementation of curriculum in accordance with the district curriculum cycles
  18. Keeps current with DESE changes and updates the professional staff to changes that may impact their program
  19. Assess the PLTW program by making improvements through grant writing.
  20. Work with principal and teacher committees in organizing and coordinating meeting to impact horizontal and vertical continuity and articulation of the instructional program throughout the district.
  21. Facilitate and encourage the use of data to improve student achievement.
  22. Provides staff with data for continuous improvement
  23. Assist the building principals in the development, implementation, and presentation of the PLTW program.
  24. Work to positively impact the district's school culture.
  25. Provides professional development to the administrative team
  26. Work effectively with all staff members and respond to staff professionally.
  27. Confer regularly with immediate supervisor.
  28. Attends meetings and performs duties as assigned by administrators or supervisors.
  29. Consistent and regular attendance is an essential function of this position.
  30. Ability to work to implement the vision and mission of the district.

**OTHER JOB FUNCTIONS:**

1. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
3. Maintains strict confidentiality.
4. Adheres to good safety practices.
5. Adheres to all district rules, regulations, and policies.
6. All other duties as required or assigned.

**PHYSICAL DEMANDS:**

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials.

**CONDITIONS AND ENVIRONMENT:**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading or unloading students from district transportation and supervising recess or other activities.