



POSITION DESCRIPTION

POSITION TITLE	Global Gateway Coordinator
SCHOOL/DEPARTMENT	Assigned school
SALARY	Teacher salary schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Principal and/or Curriculum and Instruction
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Global Gateway Coordinator performs a variety of administrative tasks coordinating the successful implementation of the APEX/IB, STEM and Engineering, Global Gateway and School Community Relations programs in the school system. Coordinators are responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Each Coordinator assists teachers with developing strategies and techniques for assessing and fulfilling the particular area deficiencies of their students. Each Coordinator also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Additionally, each Coordinator assists administrators with evaluating the effectiveness of their particular programs in the school system and develops strategies for improvement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of theories and principles that are used in each of the programs
- Thorough knowledge of the North Carolina State Curriculum as it applies to each program
- Considerable knowledge of the current literature, trends, and developments in the field of each

program and instruction

- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the school system and School Board policies, procedures and standards pertaining to each of the programs
- General knowledge of the organization and communication channels of the school system
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the grant application and administration process as it applies to any of the particular programs
- Skill in counseling and developing staff
- Ability to review and evaluate testing results and to develop a plan of action based on conclusions
- Ability to select appropriate and effective program related textbooks and other materials
- Ability to develop innovative and effective programmatic instructional materials
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to develop meaningful annual budgets
- Ability to effectively express ideas orally and in writing
- Ability to make effective oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Elementary Education
- Five (5) to seven (7) years of experience teaching with program coordination experience
- Proven record of providing successful adult learning opportunities
- Proven record of highly effective classroom
- Strong communication skills (spoken & written)
- Grant-writing experience
- Experience in community outreach
- Team-oriented
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Certification in applied teaching area
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with teachers and staff to implement global education and project-based learning principles in every classroom.
2. Provide support to teachers in lesson planning to ensure effective delivery of integrated global content lessons addressing the North Carolina Standard Course of Study goals and objectives.

3. Aid in providing resources for global education and project based learning implementation, including print and electronic materials specified by grade-level.
4. Serve as the instructional leader for integrated global education across content areas. Provide on-site support and expertise for global education integration for administration, teachers, and students. Develop opportunities to co-teach with teachers in their classrooms to model effective integrated global instruction and collaboration.
5. Serve as a liaison between the staff and administration and the VIF consultant, facilitating whole staff and grade-level interactions as mutually agreed upon.
6. Provide professional development on VIF Global Gateway modules in order to support staff with curriculum design.
7. Lead efforts to transform the look and feel of ECGE throughout the building through displays of student work, projects, and global-themed posters/wall art.
8. Engage parents in the school transformation through printed information. Family global education and cultural night events, and community partnerships.
9. Serve as the school-based lead in promoting ECGE prior to the transfer/application window opening as follows:
 - a. schedule school tours and visits for prospective families and students
 - b. assist with the organization of Open House to register families and students notified of transfer
 - c. plan and facilitate community events
 - d. work in collaboration with the Public Information Officer to expand community awareness of global education program

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*