



**Job Title:** Personalized Learning Coordinator  
(MIZ/RBL Grant Funded)

**Exemption Status/Test:** Exempt

**Reports to:** Executive Director of Teaching & Learning **Date Revised:** March 2022

**Dept./School:** Teaching & Learning Development

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**Primary Purpose:**

The Personalized Learning Coordinator will oversee and support the planning, delivery, and implementation of a sustainable, high-quality, personalized learning instructional model at the elementary and secondary levels. The coordinator will establish and oversee the implementation of focused, data-driven instruction to improve student achievement. The coordinator will also monitor and provide campus and district support for blended learning via workshops, coaching, and supervision of training.

**Education/Certification:**

- Master's degree in Curriculum & Instruction or subject-related field
- Valid Texas Teacher Certification

**Experience:**

- Minimum of three (3) years of teaching experience as a K-12 educator
- Experience in designing and facilitating professional learning and/or training workshops at the district and campus levels and designing and creating professional development for personalized learning
- Experience managing digital environments, including hardware and software configuration on a variety of platforms and devices
- Coaching experience preferred

**Special Knowledge/Skills/Abilities:**

- Strong knowledge of blended learning essentials, components, and best practices
- Deep understanding of balancing technology integration with instructional strategies and state standards
- Knowledge of best practices and developments in educational research and technologies
- Knowledge of best pedagogical strategies and practices for innovation
- Excellent written and oral communication skills, reflecting a high level of accuracy and attention to detail
- Ability to interact and communicate effectively with stakeholders
- Strong organizational, communication, interpersonal, and time management skills
- Ability to adapt well to change, apply new solutions to rapidly-changing expectations, and initiate work with minimal supervision and direction.
- Ability to collect, analyze, and interpret data to scale district-wide implementation plans
- Understanding of federal compliance and budget management

**Major Responsibilities and Duties:**

**Program Management**

1. Direct a cross-functional team to develop a comprehensive plan that formulates, develops, promotes, implements, and evaluates a high-quality and sustainable personalized learning (PL) initiative on a district scale.
2. Coordinate and design a support framework to manage personalized campuses to ensure fidelity of personalized learning implementation campus-wide and district-wide.
3. Work with curriculum coordinators and teachers to design a teacher-friendly and useful personalized learning curriculum.
4. Coordinate the development, implementation, and enhancement of PL opportunities for district and campus staff.
5. Analyze data in order to monitor effectiveness, and recommend and implement changes and/or adjustments to eLearning initiatives.
6. Prepare high-quality reports (e.g., timelines, status reports, implementation plans) and ensure timely submission to appropriate personnel.
7. Plan for and facilitate PL leadership team meetings regularly.
8. Coordinate site visits for personalized learning leadership team members to learn from exemplar campuses.
9. Supervise and guide PL classroom observations and coaching of PL teachers at each site for elementary and secondary campuses.
10. Meet with campus principals to promote administrative support for institutionalizing eLearning.
11. Keep up to date with emerging research on eLearning and potential policy implications based on the proposed vision.
12. Remains current in professional practices and developments, educational technologies, and research.

#### **Policy, Reports, and Law**

13. Develop and manage the project budget to ensure the appropriate use of funds to support project goals.
14. Establish and manage the budget for the elementary and secondary blended learning programs.
15. Comply with federal and state law policies, State Board of Education rule, and the local board policy.
16. Perform all other tasks and duties as assigned.

#### **Supervisory Responsibilities:**

None

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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