



## **Job Posting**

**Position Title:** Coordinator of English Language Arts

**Reports To:** Tammy Shelton, Executive Director of Content and Assessment Design

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **Position Description:**

The Coordinator of English Language Arts is charged with coordinating the content components of the Tennessee State Standards in K-12 English language arts. This person will be responsible for ambitious goals for improvement in student achievement on the NAEP, ACT and State level assessments in English language arts and developing a bold strategy to support the course structure and educator resources in grades K-12. The Coordinator of English Language Arts Content and Resources will work with a group of leading educators from across the state and country to ensure deep state understanding of the expectations of the Tennessee State Standards in K-12 English language arts and inform all aspects of content support (including assessment design and training approach and instructional materials.)

### **Specific Position Responsibilities:**

- Support districts in the implementation of the revised ELA and math standards
- Coordinate and support the development and dissemination of high-quality, resources and training content in English language arts
- Spearhead initiative to support 3-11 assessment, training content and supports
- Spearhead initiative to support secondary RTI, training content and supports



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- Help shape the agenda for state-wide and local trainings to support continuous improvement of English language arts instruction
- Work with academic coordinator positions in COREs across the state to support the sharing of best practice
- Coordinate and weigh-in on assessment development including but not limited to item review, forms construction, and range-finding
- Review and support districts with special course requests in English language arts
- Support LEAs in the selection of English language arts textbooks and other curricular resources

### **Qualifications:**

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork
- A track record of dramatically improving results improving student achievement in English language arts
- Evidence of continuous improvement and ongoing learning orientation. Desire to work with educators from across the state and country to deepen perspective of effective instruction. We are looking for someone who will coordinate state-wide learning in English language arts.
- Strong communication skills and a demonstrated ability to communicate complex matters with educators in a clear and empowering manner. Experience working with diverse teams successfully.
- Strong organization skills and track record of managing projects to meet deadlines and achieve milestones over time



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### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Tammy.L.Shelton@tn.gov](mailto:Tammy.L.Shelton@tn.gov)

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