

## Mesa Union School District

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### **Class Title: Accelerated Reader (AR) Coordinator**

**Annual Stipend: \$ 500.00**

#### **Basic Function:**

Under the general supervision of the site administrator, the AR Coordinator is responsible for overseeing and supporting the implementation of the schools Accelerated Reader program.

#### **Major Duties and Responsibilities:**

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. To support teachers and administration in the use of STAR reading benchmark assessments and Accelerated Reader Program.
2. Track, monitor, and disseminate student data to staff and administration.
3. Coordinate student recognition activities.
4. Coordinate with Renaissance Learning to ensure the smooth running of the program.
5. Encourage and support students' love of reading.

#### **Qualifications:**

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Lead, organize, problem solve, and motivate people.
- Exhibit professional demeanor.
- Display enthusiasm, interpersonal skills, and relate well with students, staff, administration, parents, and the community.
- Communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Use computers for word processing, email, Internet, spreadsheets, and Accelerated Reader/STAR software.
- Exercise appropriate discretion concerning students, staff, and confidential information.

#### **Physical Requirements:**

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campus to conduct school business; sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

#### **Education and Credential Requirements:**

Must possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California Teaching Credential issued by the California Commission on Teacher Credentialing.