

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

COORDINATOR

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in an appropriate field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of assigned curriculum, programs or service areas and their current trends, methods, research and technology. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to interpret and implement laws, rules and policies. Ability to plan and present information to a variety of audiences. Ability to work cooperatively with school personnel, community and other departments and agencies. Ability to use interpersonal skills to provide conflict resolution, to communicate, to plan and disseminate precise information and interpret technical issues. Skills in written and oral communication, planning and organization. Ability to collect, analyze and interpret data. Ability to analyze statistical data for trends and standard performance in area of responsibility and to develop strategies for improvement. Ability to represent the district at state and regional functions.

REPORTS TO:

Supervisor

JOB GOAL

<p>To coordinate, implement and evaluate programs and services designed to accomplish the goals and mission of the District.</p>
--

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist in the monitoring of the budget for all assigned areas.
- * (2) Monitor and maintain accurate and required financial and informational reports and records to ensure compliance provisions of program / project and grants.
- * (3) Coordinate the assessment, and delivery of ongoing services (training, school-based, programmatic) of school and District personnel.
- * (4) Coordinate and facilitate, when appropriate, responses to fact-finding inquiries, mediation or complaints.
- * (5) Coordinate the planning, implementation, articulation and evaluation of assigned areas of responsibility.
- * (6) Plan, implement and evaluate services and activities unique to the assigned area.

Interagency Communication and Delivery

- * (7) Coordinate program planning to involve staff, District and school personnel, community representatives and students when appropriate.
- * (8) Maintain a close working relationship with District-based and school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- * (9) Serve as a resource person to interpret services offered to school personnel and the community.
- * (10) Represent the District in various community committees and activities.
- * (11) Coordinate interaction with other departments and schools on issues relevant to program / project.

Professional Growth and Improvement

- * (12) Assist in the development, implementation and evaluation of staff development activities.
- * (13) Coordinate and conduct inservice.
- * (14) Set high standards and expectations for self and others.
- * (15) Keep well informed about laws, rules and policies related to areas of responsibility.
- * (16) Maintain a network of peer contacts through professional organizations.
- * (17) Promote and support the professional growth of self and others.

Systemic Functions

- * (18) Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- * (19) Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Prepare all required reports and maintain all appropriate records.
- * (22) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (23) Comply with all local, state and federal policies, laws, rules and regulations related to the assigned area.
- * (24) Assist in the development of activities designed to achieve priority goals identified through the District's planning process.
- * (25) Provide coordination of initiatives which support the vision and mission of the District and the enhancement of student learning.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Use appropriate styles and methods to motivate, gain commitment, and encourage task accomplishment.

*Essential Performance Responsibilities