

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DROPOUT PREVENTION COORDINATOR

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in alternative educational offerings, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting Dropout Prevention Programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on alternative education programs including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to Dropout Prevention Programs. Ability to balance several job functions at one time. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership, coordination and support of dropout prevention programs and services that will enhance opportunities for student growth and improved student performance.

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. 07

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

- * (1) Assist in the assessment, coordination and delivery of ongoing services (training, school-based programmatic) of school and District personnel.
- * (2) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in alternative programs.
- * (3) Monitor the articulation of dropout prevention programs.
- * (4) Prepare reports to address all assigned curriculum areas as needed.
- * (5) Provide materials and activities that address dropout prevention student needs.
- * (6) Prepare and monitor budgets for assigned areas.
- * (7) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in dropout prevention programs.
- * (8) Monitor the articulation of alternative and other dropout prevention programs and grants.

Interagency Community and Delivery

- * (9) Serve as a resource person to interpret services offered to students in dropout prevention programs to school personnel and the community.
- * (10) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (11) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- * (12) Establish and maintain a close working relationship with community and governmental agencies to coordinate dropout prevention services to students and families.

Professional Growth and Improvement

- * (13) Assist in the development, implementation and evaluation of staff development activities.
- * (14) Set high standards and expectations for self and others.
- * (15) Keep up-to-date and well informed about trends and best practices in assigned area.
- * (16) Maintain a network of peer contacts through professional organizations.
- * (17) Promote and support the professional growth of self and others.

Systemic Functions

- * (18) Coordinate the planning, implementation and evaluation of dropout prevention programs and services.
- * (19) Prepare, implement and coordinate alternative education and dropout prevention projects and grants.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Recommend the establishment or elimination of special classes, programs and services.
- * (22) Assist in projecting FTE and personnel needs for dropout prevention education programs.
- * (23) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment for alternative education and dropout prevention programs.
- * (24) Provide input in the planning, modification and construction of educational facilities.
- * (25) Serve as liaison and resource person for out-of-District students.
- * (26) Prepare all required reports and maintain all appropriate records.
- (27) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (28) Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- * (29) Implement and monitor procedures for placement, transfer and program completion for students in dropout prevention programs.

DROPOUT PREVENTION COORDINATOR (Continued)

- *(30) Implement and monitor the development and utilization of individual education plans for students in dropout prevention programs.
- *(31) Assist in maintaining appropriate coordination between dropout prevention programs and other programs.
- *(32) Assist principals, as needed, in the recruitment, selection, placement and appraisal of dropout prevention personnel.
- *(33) Assist in the development of administrative guidelines for dropout prevention.
- *(34) Assist in the development of policies for dropout prevention.

*Essential Performance Responsibilities