

SCHOOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional supervisory position involving responsibility for planning, implementing and evaluating a model alternative education program, utilizing the Circle of Courage model. The Circle of Courage will be the unifying vision and common language for all staff, students, and parents. The mission of the school is to educate students not only in the academic but also in the social, emotional and behavioral areas. This position involves staff development, curriculum development and assessment and training in the implementation of the Circle of Courage Values Program. The incumbent will receive general supervision from the Superintendent of Schools. Supervision is exercised over all school personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Oversees all classes in the building;
2. Assists all staff in the implementation of the Circle of Courage Values Program;
3. Assists teachers to address challenging behavior through the values program;
4. Assists individual students to evaluate their own work;
5. Evaluates the success of the Circle of Courage values program;
6. Assists in the development of plans for students;
7. Acts as a liaison to the State Education Department for matters related to the program;
8. Interprets and promotes the purpose and scope of the Circle of Courage to various community groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the philosophy and goals of the Circle of Courage learning center;
Knowledge of the principles of youth development;
Knowledge of special education curriculum for classified children;
Knowledge of the principles, practices and techniques of developing and evaluating training programs;
Knowledge of program administration including budgeting, personnel methods and procedures, program reporting, communication;
Knowledge of program evaluation tools to ensure quality monitoring of the program;
Ability to organize and coordinate complex and diverse phases of program development initiatives;
Ability to write clear and accurate reports and records;
Ability to negotiate with a diverse group of community leaders;
Ability to establish and maintain successful relationships with youth and their families;
Ability to work effectively with a wide variety of people, including community agencies, professional teaching staff, parents, and school officials;
Ability to prepare and present complex oral and written reports clearly and concisely;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

SCHOOL COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Possession of a Master's degree in education and five years teaching experience, plus three years of post-graduate administrative or management experience in an educational or human services agency.

AR0227

ADOPTED: 09/01/02

REVISED: 12/13/04