

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR IV – COMMUNITY SCHOOL AND ADULT EDUCATION – SCHOOL BASED

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration, Supervision or Educational Leadership.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Completion of the HRMD Program for Principal Certification.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of theories, principles, practices and techniques of school administration. Knowledge of state statutes, regulations and practices pertaining to adult and community education. Ability to develop, implement and evaluate instructional programs and practices. Ability to supervise and evaluate, both instructional and support personnel. Ability to supervise student evaluation procedures to ensure a safe and orderly environment. Knowledge of procedures for providing available school and community resources for student support services. Knowledge of program planning processes. Knowledge of District policies, rules, purchasing processes and budget.

REPORTS TO:

Director I – Applied Technology

JOB GOAL

To develop and administer Adult and Community Education programs within a defined geographical region of Escambia County.

SUPERVISES:

Full- and Part-time Instructional and Educational Support Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Supervise facilities and grounds at program sites during program hours.
- * (2) Coordinate with appropriate personnel regarding facility use.
- * (3) Be responsible for school equipment and resources during operation hours.
- * (4) Conduct student surveys to determine program changes, additions and deletions.
- * (5) Collect and report all data related to student attendance, budgets and administrative information required for accountability.
- * (6) Monitor budgets within assigned geographic areas.

**COORDINATOR IV – COMMUNITY SCHOOL AND ADULT EDUCATION –
SCHOOL-BASED (Continued)**

- * (7) Develop curricular strategies, assign materials and formulate evaluation processes to be utilized in program evaluations.
- * (8) Develop and implement strategies for recruitment and retention of students.

Inter / Intra-Agency Communication and Delivery

- * (9) Utilize resources in the community to maximize efficiency and effectiveness of program services.
- * (10) Be available as a program resource to community agencies, clubs and organizations.
- * (11) Coordinate with schools, District and agencies to develop programs which meet the needs of the community.
- * (12) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (13) Respond to inquiries or concerns in a timely manner.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (16) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (17) Conduct needs assessment surveys to determine staff needs for professional improvement.
- * (18) Facilitate development of and implementation of Resource Banks where staff can access new trends in adult / community education.
- * (19) Keep well informed about current trends and best practices in areas of responsibility.
- * (20) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (24) Supervise a variety of community / adult education programs at various sites in a geographic area.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (26) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (27) Represent, consistently, the District in a positive and professional manner.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (29) Utilize current research, performance data and feedback from stakeholders to make decisions related to program status.
- * (30) Provide leadership and direction for assigned areas of responsibility.
- * (31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (33) Exercise proactive leadership in promoting the vision and mission of the District.
- * (34) Provide oversight and direction for cooperative planning with other agencies.
- * (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**COORDINATOR IV – COMMUNITY SCHOOL AND ADULT EDUCATION –
SCHOOL-BASED (Continued)**

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 10

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 12

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002