

**SCHOOL DISTRICT OF ESCAMBIA COUNTY
JOB DESCRIPTION**

COORDINATOR - OFFICE OF SCHOOL CHOICE

QUALIFICATIONS:

Bachelor's Degree - Master's preferred.

Qualifications may vary from the above as agreed to by the Superintendent and Board.

Possess a certificate, or training, in mapping/zoning/assignment software program(s).

Knowledge of magnet school admissions policies and operations preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Foreign Exchange Student Program and I-20 Foreign Student Visa.

Knowledge of State Board of Education (SBE) rules and School Board policies as they apply to areas of responsibility. Working knowledge of Escambia County and maps showing school boundaries.

Knowledge of federal court orders and agreements. Knowledge of programs, software, processing and applications mapping systems and boundary systems.

REPORTS TO:

Director II - Comprehensive Planning, Grants Management and School Improvement

JOB GOAL

To provide direction and coordination of the several departments comprising the Department of Student Assignment, consistent with aims and goals of the district.

SUPERVISES:

Clerical Support Staff within Student Records, School Choice Office (Student Transfers) and Student Services.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assign work within the department equitably.
- * (2) Review monthly agenda items.
- * (3) Coordinate the committee for boundaries.
- * (4) Recommend boundary line adjustments to the Superintendent and Board.
- * (5) Serve as coordinator of the Student Attendance Zone Advisory Committee.
- * (6) Serve as the District representative on numerous committees, including School Health and Safety.

Inter / Intra-Agency Communication and Delivery

- * (7) Serve as coordinator of the School Choice Committee.
- * (8) Maintain contact with the districts and agencies related to assigned areas.
- * (9) Collaborate with other departments and divisions.
- * (10) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (11) Keep well informed about current trends and best practices in areas of responsibility.
- * (12) Promote and support professional development through training, inservice and other developmental activities.
- * (13) Attend training sessions and conferences to keep abreast of current practices and legal issues.
- * (14) Maintain a network of peer contacts through professional organizations.

Systemic Functions

- * (15) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (16) Keep abreast of changing legal requirements and proposed changes in areas of responsibility.
- * (17) Address personnel problems in a prompt and timely manner.
- * (18) Oversee the delivery of assigned support services to ensure maximum value from available resources.
- * (19) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (20) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (21) Provide leadership for assigned support services.
- * (22) Assist in the development of short and long range plans.
- * (23) Anticipate potential problems and initiate steps to correct or solve them.
- * (24) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (25) Set high standards and expectations for self and others .
- * (26) Perform changes within the software mapping system.
- * (27) Modify and check boundary lines for accuracy and update as needed.
- * (28) Provide correct school boundary maps to schools upon request.
- * (29) Complete reports regarding racial ratio of schools.
- * (30) Review data for the Choice Plan.

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. _____

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 4

Date of Board Approval: July 22, 2003

Date of Revision: _____