

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator E L L

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide professional coaching and training to staff in the development, implementation and oversight of District curriculum programs. The position is responsible for providing training and consultation to district/school staff, ensuring district compliance with all applicable laws and regulations, preparing assessment data reports and analyses, and performing related work as assigned. The position works independently, reporting major activities through periodic meetings with the program supervisor/administrator.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Implements, oversees and evaluates the effectiveness of the district's curricular programs and services; guides curriculum and program planning, development, and training.

Ensures implementation of program requirements.

Serves as resource for teachers; analyzes data and completes reports; may supervise other education staff.

Makes recommendations for changes in policies and procedures to the programs' supervisor as necessary to maintain compliance.

Assists in the development of annual program plans, goals and objectives and methods of measuring program success.

Collaborates with district management, other departments and agencies to implement standards and including Federal Grants Management (i.e. ESOL and Title III, Part A).

Interprets the district's program goals, objectives and related policies to the general public; creates and coordinates the dissemination of printed materials promoting the programs.

Provides guidance and/or assists in determining eligibility for program participants.

Ensures that parents of program-eligible students are provided with appropriate information and resources.

Plans and implements in-service workshops and other staff development opportunities to increase teacher and staff knowledge and skills in areas of responsibility; visits classrooms and meets with teachers.

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Approves teachers' and staff requests for program supplies, field trips and equipment.

Assists Principals in program monitoring for compliance with standards.

Monitors the provision of services children with disabilities, giftedness and other support services.

Reviews, analyzes and interprets assessment data; prepares assessment reports as requested.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District, Program Coordinator/Supervisor, state Department of Education and/or other agencies.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Facilitates and/or participates in frequent meetings with teachers, principals and administrators and the programs' Coordinator/Supervisor to discuss issues in areas of responsibility.

Attends training, conferences, meetings and workshops as appropriate to enhance job knowledge and skills.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, ordering supplies.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through coaching, explanation, demonstration, and supervised practice, or by

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making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of employees and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

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“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a bachelor’s degree in.

Master’s or Doctoral degrees are preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Eligible candidates must possess a valid State of Florida Drivers License

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires professional work related experience.

Experience mentoring or coaching others is preferred.

5 years classroom teaching experience preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

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Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Grants Management

Supervises:

General Staff

PAY GRADE: From: 11401 To: 11425

Exempt

Number of Months: Number of Days: Hours:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 4/21/2016