

COORDINATOR

Purpose

The job of COORDINATOR is done for the purposes of assisting and supporting the educational and administrative leadership at various locations within the District, location and position assignments may change as assigned by the Associate Superintendents; providing highly responsible and complex administrative support to the Principal or Director; growing leadership capacity and assuming responsibilities, as directed, in the absence of the Principal or Director. This job reports to Associate Superintendents.

This job is distinguished from similar jobs by the following characteristics: this is an exempt position for 188 days, 8 hours per day, plus 12 additional days at teacher rate of pay.

Essential Functions

- Assists Administrator in managing the assigned District location in a variety of areas (e.g. business operational activities such as personnel, all facets of school or department budget and facilities management; and instructional, curriculum, student services, and administrative programs, services and activities; materials, equipment, and inventory records, etc.) for the purpose of supporting the administrative leadership in maximizing the efficiency of the workforce, meeting legal requirements and District objectives, and ensuring the provision of excellent customer service.
- Assists Administrator in supervising certified and classified personnel (e.g. selecting, training, motivating, and evaluating; providing and identifying opportunities for staff training and orientation; researching and coordinating staff training in innovative education techniques and new programs, etc.) for the purpose of working with employees to enhance skills and/or correct deficiencies; and implementing discipline and termination procedures in accordance with District procedures.
- Collaborates with other school and District personnel (e.g. school and district leadership teams, etc.) for the purpose of embedding Natrona County School District's (NCSD) Compact methods of shared governance, decision-making, responsibility, and ownership in school management.
- Conducts a variety of research relative to assigned District location (e.g. organizational studies, investigations, and operational studies, etc.) for the purpose of recommending modifications to curriculum and instructional programs, policies, and procedures as appropriate.
- Coordinates the assigned District location's activities with those of other departments, schools, and outside agencies and organizations for the purpose of ensuring continuity of services and meeting expectations.
- Establishes and enforces student behavioral performance standards (e.g. meet with students, parents and faculty to resolve behavior and/or performance issues, etc.) for the purpose of promoting a climate conducive to personal growth and a productive learning environment.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures (e.g. continuously assess and monitor workload, administrative and support systems, orientation/mentoring programs for new staff; internal reporting relationships, continuous improvement plans, etc.) for the purpose of identifying opportunities for improvement and directing the implementation of changes.
- Participates on a variety of committees and commissions and attends and participates in professional group meetings, as assigned, for the purpose of staying abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.
- Participates in planning, directing, and coordinating the assigned District location's work plans (e.g. meeting with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures, etc.) for the purpose of providing direction and ensuring that outcomes achieve department, school, District and/or State objectives.

- Participates in the development and implementation of goals, objectives, policies, and priorities for each assigned service area of the department or school (e.g. resource allocation; appropriate service and staffing levels, etc.) for the purpose of administering school, District, and State education codes and policies, and maintaining safety and efficiency of operations.
- Provides assistance to the Associate Superintendents, as requested, (e.g. staff assistance, prepare and present staff reports and other necessary correspondence, etc.) for the purpose of supporting administrative functions.
- Represents the assigned District location to a variety of stakeholders, as directed (e.g. other District departments, schools, elected officials, outside agencies and the community, etc.) for the purpose of explaining and interpreting programs, policies, and activities to students, parents and faculty; and negotiating and resolving sensitive, significant, and controversial issues.
- Responds to a wide variety of difficult and sensitive inquiries, complaints and incidents (e.g. school or department crises, etc.) for the purpose of resolving problems, providing information and leadership, and/or referring to appropriate parties.
- Reviews pertinent legislation (e.g. rules, regulations, and laws; State Department of Education recommendations, etc.) for the purpose of ensuring compliance and appropriate implementation, and time and accurate reporting of data to Federal and State authorities.
- Sponsors and supervises the assigned District location's student and staff activities (e.g. open houses, assemblies, special programs, field trips, bus loading and unloading, extracurricular and intramural activities; maintain master calendar of events and activities, etc.) for the purpose of supporting and promoting activities and ensuring safety of students and staff.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; operate modern office equipment including using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; and safely operating a motor vehicle.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services, and activities of public schools and departments; organization and management practices; modern and complex principles and practices of program development and administration; current trends, research and developments in areas of student learning, student needs, and instructional responses; principles and practices of curriculum development and instructional teaching strategies; principles and practices of public school and/or District department administration; advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes, and regulations; and safe driving principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: demonstrated ability in effective interpersonal and intrapersonal communication skills; demonstrated ability to: learn and prepare for administrative responsibilities; communicate clearly and concisely, both orally and in writing; develop and maintain positive school, department, District, and community and media relations; identify and respond to community, School Board, and Superintendent issues, concerns and needs; analyze problems, identify alternative

solutions, project consequences of proposed actions, and implement recommendations in support of goals; collaboration in planning, organizing, directing, and coordinating the work of management, supervisory, professional, technical, and clerical personnel; delegation of authority and responsibility; establish, maintain, and foster collaborative, positive, and harmonious working relationships, including a sense of humor, with those contacted in the course of work; deal with ambiguity, balance school or department vision with current reality, including dealing effectively within resource constraints, and striving for work-life balance; maintain and model high standards of professional conduct and set high standards for self and others; use data effectively in school-wide and/or District department decision making; and prepare clear and concise administrative and financial reports.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required

Education: Master's degree in job-related area

Equivalency: Three years of responsible teaching experience

Required Testing:

None specified

Certificates and Licenses:

Standard Teaching Certification through the Wyoming Professional Teaching Standards Board (PTSB)
Ability to obtain K-12 Principal Endorsement through PTSB by the start date of this position
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintain required certifications/licensure

Clearances:

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

7/1/2018

Salary Grade

Certified Salary Schedule

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): _____ **Date:** _____

Employee Signature: _____