

Macon County Board of Education

POSITION TITLE: Coordinator (Certified)

JOB GOAL: To plan, organize, and implement programs in assigned area.

REPORTS TO: Superintendent/ Designee

SUPERVISES: Assigned Staff

PERFORMANCE RESPONSIBILITIES:

1. Establishes and implements clear goals and specific achievement objectives for the area(s) assigned.
2. Establishes general practices and procedures for assigned area(s) of responsibility.
3. Keeps informed of and comply with federal and state laws and state and local board policies affecting area(s) of responsibility.
4. Evaluates existing programs as an ongoing responsibility and recommends changes as needed.
5. Monitors programs in area of responsibility.
6. Keeps current with new ideas and exemplary practices.
7. Compiles, maintains, and files written records and reports of all programs in area of responsibility.
8. Plans, organizes, and implements district-wide training programs for personnel in area(s) of responsibility.
9. Provides appropriate orientation for teachers and staff members.
10. Serves as a resource person.
11. Demonstrates proficiency in written and oral communication.
12. Demonstrates effective interpersonal relation skills.
13. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
14. Any other duties assigned by the Superintendent.

REQUIREMENTS:

1. Technological Proficiency
2. Knowledge of Leadership and Program Management
3. Applicable degree, certification, and licensure, as required by State Department of Education
4. Appropriate experience and proven track record of success

TERMS OF EMPLOYMENT: 12- month work year

APPLICATION: Complete online application if applying from outside the system. If within the system, please submit a letter of interest.

Note: Duties for this job are assigned by the Superintendent and may include but are limited to the following areas: Accountability, Assessment, Curriculum, Data Collection and Analysis, Facilities, Federal Programs, Finance, Instruction, Operations, Prevention and Support, School Improvement, Special Education, Student Services, Technology, Transportation.

