

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

Coordinator, Supplemental Academic Programs

QUALIFICATIONS

- Master's Degree required, with preference for a field of study related to education, business, or project management.
- Educator certification required.
- Minimum of five (5) years of experience as a classroom teacher, school administrator, or district administrator for instructional functions.
- Prior experience related to program or project management, including budgeting and communications.
- Prior experience leading efforts resulting in increased student achievement.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of continuous improvement and project management processes.
- Knowledge of computer applications and technology as related to specific job functions.
- Knowledge of evidence-based strategies, practices, and materials in core academic subject areas.
- Skill in problem solving, human interaction, and conflict management.
- Skill in effective oral and written communications.
- Ability to manage instructional initiatives.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Ability to work under pressure to meet deadlines for projects.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Deputy Superintendent of Instructional Excellence and Systems
SUPERVISES Assigned Personnel

POSITION GOAL

To support student learning growth through the day-to-day administration of assigned instructional initiatives, programs, and projects, to include design, implementation, evaluation, and reporting of the programmatic activities as well as budget and reporting requirements.

PERFORMANCE RESPONSIBILITIES

1. *Lead assigned instructional initiatives to ensure alignment with district strategic plan, with a focus on positively improving student achievement.
2. *Communicate and collaborate with Assistant Superintendents, Directors, school administrators and staff on program design, implementation, evaluation, and reporting.
3. *Monitor and implement with fidelity assigned initiatives, programs, and projects to ensure compliance with federal and state requirements.
4. *Coordinate program resources to ensure maximum impact on program and student outcomes.
5. *Develop and deliver professional development.
6. *Design and implement consistent protocols for program implementation.
7. *Assist school-based staff with implementation, and conduct site visits, of before school, after school, evening, and weekend programs.
8. *Collect and analyze qualitative and quantitative data at pre-determined checkpoints.
9. *Develop action items as a result of data analysis.
10. *Prepare reports and presentations for multiple internal stakeholder groups, including Superintendent and School Board, as well as Florida Department of Education and other agencies.

Coordinator, Supplemental Academic Programs, page 2

11. *Plan and implement special events related to assigned instructional initiatives.
12. *Coordinate the implementation of continuous improvement and program evaluation processes for assigned initiatives, programs, and projects.
13. *Supervise and evaluate the effectiveness of assigned staff.
14. Perform other duties as assigned by the Deputy Superintendent or designee(s).

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard office equipment

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lift	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$78,347 - \$120,067

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 63
EEO-5 Line 08
Function 6300
Job Code 1379
Survey Code 63008

FLSA

Applicable
 Not applicable

BOARD APPROVED

October 25, 2022

ADA Information Provided by Dr. Jason Wysong
Position Description Prepared by Dr. Jason Wysong