

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Choices

QUALIFICATIONS

- Master's Degree or higher.
- At least ten years of professional experience with a minimum of five years successful teaching experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of student assignment procedures for Choice options including K-12 magnet schools/programs, cluster schools, student transfers and related reporting requirements.
- Ability to effectively communicate orally and in writing.
- Knowledge of technology and computer applications as related to administrative job functions.

SUPERVISION

REPORTS TO Executive Director for Educational Excellence and Equity
SUPERVISES Assigned Personnel

POSITION GOAL

To coordinate Choices Department responsibilities including K-12 magnet schools/programs, cluster student assignment, and K-12 district wide student transfers for the purpose of accomplishing District excellence and equity goals related to choice options and diverse student enrollment.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the student enrollment process for magnet schools/programs, and cluster school assignments.
2. * Coordinate the district wide marketing, recruiting, and school/parent communication for magnet schools/programs and cluster school.
3. * Implement random selection and assignment procedures for all magnet schools/programs, and cluster schools.
4. * Maintain ongoing communication with magnet and cluster school personnel for the purpose of assessing areas of needed support.
5. * Coordinate activities necessary for on-going growth of magnet schools/programs, including excellence and equity goal implementation, curriculum development and revision, staff identification, staff development, materials and equipment identification, technical assistance and defined reporting requirements.
6. * Maintain, update and share educational practices related to successful magnet school and choice programs.
7. * Maintain a process for communicating with other departments, i.e., Transportation, Information Services, Exceptional Student Support Services, English for Speakers of Other Languages (ESOL), school-based administrators and support staff regarding magnet schools/programs, cluster schools, and student transfer options.
8. * Coordinate efforts to provide information to schools, parents, and community members related to K-12 student transfer options.
9. * Monitor relevant data in order to submit accurate and timely reports related to excellence and equity goals.
10. * Manage and monitor grants and district funds that support magnet schools/programs, cluster schools, and K-12 student transfers.
11. * Coordinate, supervise, and evaluate assigned personnel.
12. * Serve on, facilitate, or chair various committees as needed.
13. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY

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.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
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.
Lifting	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 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.
Grasping	Applying pressure to an object with the fingers and palm
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	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 The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$71,237 - \$109,172

District Salary Schedule	
Months	12
Annual Days	258
Weekly Hours	37.5
Annual Hours	1935.0

POSITION CODES

PeopleSoft Position	TBA
Personnel Category	3
EEO-5 Line	44
Function	6300
Job Code	1330
Survey Code	63023

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

February 25, 2003
January 16, 2001

ADA Information Provided by Marian Dailey
Position Description Prepared by Anna-Marie Cote/EMC Services