

**Early College Program Coordinator  
New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: School**

**TITLE: Program Coordinator**

**QUALIFICATIONS:**

1. Master's degree in Administration, Counseling, or related field
2. A current North Carolina teaching license which includes grades 9-12.
3. Minimum of five years experience as a teacher.
4. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Principal

**JOB GOAL:** To assist the principal in developing and implementing policies, programs, and curriculum activities in a manner that promotes the educational development of each student and the professional development of each staff member.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to all school issues.
2. Assist in planning, developing, coordinating and evaluating the operations of the school. Work with the principal to conceptualize the broad goals and vision of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
3. Assist with identifying annual objectives for the instructional program of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
4. Help maintain up-to-date student performance data to evaluate student progress in the instructional program. Assist with the supervision and appraisal of the performance of school staff in accordance with state and local requirements.
5. Assist with the development of an effective professional learning community aligned with the school improvement plan and focused on results.

6. Perform other duties and responsibilities as requested by the Principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten month work year/FLSA Exempt

**Starting Salary and/or Grade:** SA I

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills, and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing, with school personnel, students, parents, central office staff, as well as with the community
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities
- Ability to work independently, meet deadlines and accomplish specific tasks as requested
- Demonstrate strong management and organizational skills
- Demonstrate knowledge of the North Carolina Standard Course of Study and best teaching practices
- Ability to establish and maintain effective working relationships
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs
- Comply with confidentiality requirements in local, state and federal policies and statutes
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.