

WAUNAKEE COMMUNITY SCHOOL DISTRICT

BUILDING COORDINATOR

Job Description

I. Qualifications

The building coordinator is selected by the building Principal/Director of Student Services, and the Director of Instruction on the basis of leadership skills, professionalism, and ability to complete tasks.

II. Performance Responsibilities

A. Organization

The coordinator shall:

1. Work with administration and staff at the building level in the implementation of department and building goals.
2. Assist in the preparation and promotion of building staff development opportunities.
3. Coordinate an annual inventory of instructional supplies and equipment and supervise the maintenance of equipment.
4. Review requisitions and prepare building department budget requests.

B. Curriculum

The coordinator shall:

1. Coordinate the acquisition of new or additional instructional materials and textbooks for the building department.
2. Assist as needed in the scheduling and coordinated usage of instructional materials and textbooks.
3. Suggest materials and equipment to be purchased by the LMTC director, computer coordinator, and building principal.

C. Communication

The coordinator shall:

1. Communicate with the Department Chairperson regarding building level department business.

2. Participate in meetings, as needed, to promote the integration of curriculum and building policies.
3. Attend grade level, team, and department head/representative meetings.

D. Staff

The coordinator shall:

1. Orient new teachers to departmental procedures and curriculum.
2. Interview, if requested, candidates for positions with the Principal/Director of Student Services.
3. Delegate duties, as necessary, to accomplish projects and goals.

E. Evaluation

The coordinator shall:

1. Assist department chairperson in self-study/evaluation process.

F. Other

1. Other related duties as assigned by the department chairperson.

Adopted: March 1994

Revised:

Waunakee Community School District