

# **SCHOOL DISTRICT OF FLAGLER COUNTY**

## **JOB DESCRIPTION**

### **NEW TECH PROGRAM COORDINATOR**

#### **QUALIFICATIONS:**

- (1) Master's Degree or higher.
- (2) Minimum of three (3) years successful Florida teaching experience.
- (3) Ability to work with students, staff, parents, and the public.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrates leadership and an ability to implement the New Technology model. Demonstrates a philosophical commitment to focused, project-based and problem based learning. Demonstrates effective written and oral communication skills. Demonstrates knowledge and competencies in Standards Based Education with a commitment to implementation and continued enhancement. Demonstrates knowledge of and skills in the components of effective instructional processes. Demonstrates collaborative leadership and team-building skills, distributing leadership among administrators, teachers, staff, parents, students & community members. Demonstrates knowledge and competencies in staff supervision and evaluation. Demonstrates evidence of positive community relation skills as it relates to communicating with a diverse population. Demonstrates ability to build partnerships and community support. Demonstrates commitment to, knowledge of, and competencies in inclusion of all students. Demonstrates self-motivation and ability to complete tasks as assigned and required of the position. Demonstrates ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment. Demonstrates ability to work as an integral part of the School Administrative Team.

#### **REPORTS TO:**

School Principal

#### **JOB GOAL**

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the program, school, and the District.

#### **SUPERVISES:**

Instructional, Support, and Service Personnel as assigned by the Principal

#### **PERFORMANCE RESPONSIBILITIES:**

- (1) Implements the New Technology Network.
- (2) Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short range plans for New Technology Program.
- (3) Implements school-wide student-centered, project and problem-based learning tied to State and District standards.
- (4) Provides instructional leadership to all staff and assures integration and cooperation between curricular areas and between other programs on site.

#### Coordinator New Tech Program (continued)

- (5) Commits to developing a culture of trust, respect and responsibility among students, teachers, staff, and the New Technology community.
- (6) Participates with significant higher education and business partnerships to support college courses, internships and community service experiences for students.
- (7) Implements a technology infrastructure that supports the curriculum, the culture, the New Technology Network.
- (8) Advances educational reform by contributing to New Technology Network activities and the Project Library.
- (9) Commits to the school-wide implementation of the New Technology Learning System TM tools and curriculum.
- (10) Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
- (11) Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in District procedures.
- (12) Identifies, provides, assigns, and coordinates professional growth opportunities for teaching personnel within the program.
- (13) Carries out a program of community relations as a means of disseminating and garnering community, parent, and other community organizations support.
- (14) Prepares and manages the school budget in accordance with guidelines provided by the Administration Office.
- (15) Prepares or supervises the preparation of reports, records, lists, etc. required for the effective administration of the program.
- (16) Assumes responsibility for the administration and maintenance of the school site and facilities.
- (17) Seeks out opportunities for professional growth.
- (18) Maintains high standards of ethical behavior and confidentiality of student information.

#### **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 as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work is 12 months and hours of employment shall be those established by the District.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of personnel.

\*Essential Performance Responsibilities

#### **Job Description Supplement Code 5**

#### **Flagler Schools Strategic Framework – Teaching & Learning**

**Approved 06/19/2018**