

ST. TAMMANY PARISH
Department of Human Resources

JOB DESCRIPTION

TITLE: Coordinator of Programs and Services
(FLSA: Exempt)

Design and Evaluation - Assumes responsibilities for the design and evaluation of designated program services

- Develops personal goals and performance objectives to insure and develop effective leadership.
- Develops and implements goals and objectives for programs and services.
- Reviews policies, procedures, and practices used in the programs and services and initiates changes which will better meet the needs of the students.
- Assists in orientation, induction, and training of new personnel.

Leadership - Assumes leadership in directing learning activities of students who are receiving program services

- Provides continuing inservice training to facilitate teachers with their work.
- Keeps informed of current research and information as related to the program(s).
- Works with school personnel and community members to maximize the efficiency of services.
- Displays mastery of skills and knowledge necessary to implement program services effectively.
- Assists in the selection and assignments of appropriate personnel for effective school programs.
- Promotes professionalism and communicates the value of education.
- Advocates for the needs of exceptional children.

Management - Initiates practices designed to maintain an adequate learning environment

- Identifies individual staff case loads.
- Participates in planning appropriate budget and managing funds effectively.
- Gathers data for necessary parish, state and federal reports.
- Initiates, interprets, and disseminates guidelines related to the program(s).
- Coordinates all aspects of program(s) with supervisor.
- Serves as resource person in assisting staff.
- Performs other job related activities assigned by the Appropriate Supervisor or designee.

Student Services - Initiates practices designed to promote the success and well being of students

- Coordinates instructional practices in order to provide for individual differences.
- Exhibits sensitivity, empathy, and understanding when dealing with students.
- Attends individualized program meetings for students.
- Coordinates professional growth activities to enhance personnel's abilities to provide appropriate learning opportunities for exceptional students.

School - Community Relations - Initiates practices designed to provide effective school/community relations

- Communicates with parents and teachers in order to provide optimum benefits for students and families.
- Works cooperatively with parents, administration, and staff to insure the most effective programming for students.
- Coordinates activities to improve rapport between program, schools, and community.
- Provides technical assistance to principals, teachers, and staff in program area(s).

Professional Development - Plans for professional self-development

- Uses evaluation to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications

- United States citizen or authorized alien
- Valid LA Teaching Certificate or Ancillary Certificate, if required
- Certified in the appropriate area(s) relative to the job assignment
- Three years successful educational experience or three years experience in related, specialized fields
- Masters Degree
- Physical and mental stamina and ability to perform job functions, tasks, and duties

Terms of Employment: To be determined by Superintendent

Reports to: Appropriate Supervisor or designee

Supervises: Personnel as assigned

Signature of Evaluatee: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities evaluation instrument for the position. I understand that my term of employment is _____ months.

Printed name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.