

**Title: Assistant Coordinator of Programs and Services (FLSA Exempt)**

**Performance Responsibilities Design and Evaluation - Assumes responsibilities for the design and evaluation of designated program services.**

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

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

- Assists in providing professional development and/or training to personnel.
- Keeps informed of current research and information as related to the program(s).
- Assists in working 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 program.
- 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.**

- Assists in identifying individual staff caseloads.
- Assists in planning appropriate budget and managing funds effectively.
- Assists in overseeing documentation and compliance for parish, state, and federal audits and/or reports.
- Assists in the initiating, interpreting and disseminating guidelines related to program(s).
- Assists in the coordinating of all aspects of program(s) with coordinator and/or director.
- Serves as resource person in assisting staff.
- Assists in maintaining digital platforms needed for programs assigned.
- Performs other job-related activities assigned by the appropriate coordinator and/or director.

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

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

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

- Communicates with parents and personnel in order to provide optimum benefits for students and families.
- Works cooperatively with parents, administration and staff to ensure the most effective programming for students.
- Assists in coordinating activities to improve rapport between program, schools and community.
- Assists in providing technical assistance to principals, teachers, and staff in program areas.

**Professional Development - Plans for professional self-development.**

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

**Minimum Qualifications:**

- U.S. Citizen or authorized alien
- Valid LA Teaching Certificate or Ancillary Certificate, if required
- Certified and or licensed in the appropriate area(s) relative to the job assignment
- Three years successful educational experience in related, specialized fields
- Master's Degree preferred
- Physical and Mental Stamina and ability to perform job functions, tasks and duties

**Terms of Employment:** Twelve months

**Reports to:** Appropriate Supervisor, Director, or designee

**Supervises:** Personnel as assigned

Signature of Evaluatee: \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position

Printed Name of Evaluatee: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator

Original – Human Resources

Copy – Site File

Copy – Employee