

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

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

- Develops personal goals and performance objectives to ensure 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 personnel.

**Leadership - Assumes leadership in directing learning activities of students who are receiving programs and services**

- Provides continuing professional development and/or training to personnel.
- 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 caseloads.
- Participates in planning appropriate budget and managing funds effectively.
- Oversees documentation and compliance for parish, state, and federal audits and/or reports.
- Initiates, interprets, and disseminates guidelines related to the program(s).
- Coordinates all aspects of program(s) with supervisor and/or director.
- Serves as resource person in assisting staff.
- Maintain digital platforms needed for program(s) assigned.
- Performs other job-related activities assigned by the appropriate supervisor, director, 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 to enhance personnel’s abilities to provide appropriate learning opportunities for 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.
- 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 and/or licensed in the appropriate area(s) relative to the job assignment
- Three years successful educational experience or three years’ 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:** To be determined by Superintendent

**Reports to:** Appropriate Supervisor, Director, 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: \_\_\_\_\_

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