

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: PROGRAM COORDINATOR
TYPE: Licensed
REPORTS TO: Director of Student Achievement or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to coordinate, plan and implement a specific program(s) for the Lebanon Community School District. The School District will determine the specific nature of the program.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon License with appropriate endorsement.
4. Other appropriate experience/licensure as dictated by the individual program to be coordinated.

ESSENTIAL FUNCTIONS:

1. Plans, communicates, and directs the overall program including collaboration and training of program staff.
2. Provides consultation and/or inservice training to all appropriate district-wide staff as related to the program.
3. Develops contacts in the business and educational (including post secondary) community as appropriate to support the program.
4. Develops orientation and curricular materials and participates in designing individual plans (if applicable) for students as appropriate.
5. Provides facilitation to a program advisory group if such a group exists.
6. Assists in program budget preparation as well as the proper expenditure of budgeted funds.
7. Establishes and maintains open lines of communication with students and parents/guardians concerning both the academic and behavioral progress of all assigned students as needed.
8. If applicable, assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.
9. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
10. Interprets applicable district policy/regulations and state and federal law/regulations to students and parents.
11. Confers with colleagues, administration, students, and/or parents.
12. Assists parents and community members as needed.
13. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
14. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
15. Operates computer and software programs as related to job responsibilities.
16. Frequent or prolonged standing, walking and sitting.
17. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Career/Work Experience Coordinator (cont'd)

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in offices and school buildings.
2. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage).
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date