

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

CCEIS PROGRAM COORDINATOR (GRANT FUNDED)

POSITION: CCEIS Program Coordinator (Grant Funded)

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education and Various Sites

NATURE OF WORK:

This is an advanced professional position to meet the goals of grants received as well as school and school system goals by delivering instructional programs effectively to ensure student achievement. The Comprehensive Coordinated Early Intervening Services (CCEIS) Coordinator also works with other offices, such as the Department of Finance and the Office of Assessment and Accountability, as well as staff within individual schools to mentor, model, guide, and document the delivery of instructional grant activities to students.

ESSENTIAL FUNCTIONS:

- Ability to relate well to students, colleagues, parents, and community members
- Ability to analyze data to impact school engagement to include but not limited to the use of eSchool
- Ability to integrate instructional technology
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Knowledge of state and system requirements and initiatives
- Knowledge of current technology to include critical programs, databases, record-keeping, office equipment, and Microsoft Office software
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations

DUTIES AND RESPONSIBILITIES:

- Acts as the liaison for the school system for identified grants
- Provides guidance to offices and schools to promote educational equity
- Plans and coordinates the instructional grant goals and activities in accordance with the program goals
- Works in conjunction with other instructional offices, schools, and staff
- Facilitates and participates in system-wide professional development to share at the school-level
- Coordinates grant programs with partner agencies, staff, students, and parents/guardians

- Coordinates all program activities for identified grants such as but not limited to student mentoring, professional development sessions, and data management
- Designs and implements data collection and data professional learning communities
- Develops and delivers presentations about the identified grants for organizations, agencies, and/or boards
- Provides fiscal oversight and accountability for the use of grant funding along with the appropriate department leader
- Assumes major responsibility for the instructional goals and activities of the CCEIS grant including grant management; allocation of behavior interventions; data collection; and support to schools and staff
- Works collaboratively with central office leaders, fiscal services, school-based administration, and school-based teacher leadership to help meet instructional goals established as part of the CCEIS grant; the system Master Plan and individual schools' School Improvement Plans; and MSDE requirements
- Models and provides coaching for staff and school teams focusing on areas identified by the system leadership and/or the school site to support inclusion and promote cultural awareness
- Assists school-based leadership with the administration and interpretation of required data collection
- Facilitates collaborative team discussions and other data-based decision-making sessions including steering committees, Professional Learning Communities (PLC), and Department Meetings
- Conducts professional development for administrators, teachers, and parents as required and/or needed to support grant initiatives
- Models and shares grant information and best strategies for SMCPs administration and school-based staff through direct modeling; information sharing at Professional Development sessions; and/or through electronic communication such as newsletters
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Possess professional certification/licensure of the appropriate grade and/or content
- Five (5) years of administrative experience
- Experience with curriculum and staff development
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Possess Advanced Professional Certificate with Administrator I endorsement

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA – Exempt.

Updated 07.2024