



CHOICE COORDINATOR *Position Description*

Title: CHOICE Coordinator
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Exempt

Purpose

The CHOICE Coordinator is responsible for providing an educational environment for students assigned to the program.

Qualifications

- Associate's degree or have 48 semester hours of college coursework
- Bus driver's license must be maintained and employee must accept bus driving duties as needed and assigned

Duties and Responsibilities

- Provide supervision and support to students who have been sent out of their regular classroom for the school day
- Communicates with parents, teachers, administrators, and related service providers on an as needed basis
- Administers student assessments to ascertain academic needs of students enrolled in an alternative setting
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Effective communication and interpersonal skills
- Ability to plan, organize, schedule, assign, and review the work of others
- Ability to establish and maintain effective working relationships with coworkers

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