

**TRUSSVILLE CITY BOARD OF EDUCATION**  
**Job Description**

**POSITION TITLE:** School Program Coordinator

**QUALIFICATIONS:** Education and Experience:

A minimum of a B.S. in Education, Counseling, Social Services, or an equivalent degree is preferred. Experience in education, counseling, or social work is required, along with strong writing and public speaking skills. Demonstrates maturity and experience in implementing office procedures, adhering to individual school procedures, and working well with students and adults.

Employees must possess a valid Alabama Driver's License and current vehicle liability insurance. Background checks by the Alabama Bureau of Investigation and the Department of Human Resources for Child Abuse and Neglect are required.

**JOB GOAL:**

Under the direct supervision of the Student Services Support Specialist, the School Program Coordinator ensures the scheduling, delivery, evaluation, and record-keeping of assigned school-based child abuse prevention programs. These programs are offered at Hewitt-Trussville Middle School and Hewitt-Trussville High School. The Program Coordinator will work collaboratively with the Student Support Specialist and Huskies Together Board to plan and facilitate special events for families, sharing information related to child abuse and neglect, substance abuse, and personal safety.

**REPORTS TO:** Student Services Support Specialist

**EVALUATION:** Trussville Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Ability to maintain effective working relationships with employees, community, agencies, volunteers, and the public
2. Demonstrate accurate and efficient computer skills, particularly in word processing
3. Possess good communication skills
4. Self-starter capable of completing tasks efficiently and accurately
5. Demonstrate organizational skills to independently manage workload and related responsibilities along with good telephone and problem-solving skills
6. Ability to analyze facts and exercise sound judgment
7. Strong speaking and writing skills with the ability to teach and guide others effectively

Board Approved: November 18, 2024