

Carlynton School District Job Description



Position: Coordinator of Educational Programs and Services
Reports to: Assistant Superintendent
Supervises: N/A

Qualifications:

- **Education:** Master's degree in Educational Leadership, School Administration, or a related field.
- **Certification:** Valid Pennsylvania Principal Certification required.
- **Experience:** Minimum of 3 years of successful building principal experience required,
- **Commitment:** Commitment to high academic and behavioral expectations for all students. Belief in the importance of equity, inclusion, and cultural responsiveness in education.

Position Summary:

Under the direction of the Assistant Superintendent, the Coordinator of Educational Programs and Services will provide oversight to District programs and services in order for the Carlynton School District to offer the best possible educational program to students. District programs and services will include: Cyber Education, K-12 Attendance, Student Programs and Services, Advertising and Fundraising, and Health and Wellness. The Coordinator of Educational Programs and Services will collaborate with other District and Building Administrators in order to implement, monitor, and evaluate the effectiveness of District programs and services.

Essential Roles and Responsibilities:

I. Cyber/Charter Learning

- Coordinates District vision and goals with Consortium resources.
- Coordinates the recruitment and transition of students back to Carlynton School District from the various private Cyber Programs.
- Oversees enrollment process and coordinates an orientation with new students.
- Monitors and tracks student attendance, grades and progress for the Carlynton Cyber Academy.

- Collaborates with the online educational services provider and their representatives to improve the cyber program and recommends changes or advancements to enhance its effectiveness.
- Attends meetings and forums, including the online education provider meetings regarding the program as available.
- Meets with and assesses student needs prior to enrollment.
- Consults with guidance counselors to create a schedule based on student needs.
- Submits enrollment information to the online education provider.
- Makes final decisions regarding student enrollment, student schedules, and student grades.
- Maintains required pupil and parental paperwork and electronic records.
- Provides parents with accurate program information so that they can make the best decisions for their student.
- Maintains open communication with students, parents, guidance counselors, teachers, and building principals to keep all parties informed of student progress and needs, ensuring appropriate monitoring and support for student success.
- Conducts home visits to ensure accountability within the program.
- Makes available proper Special Education documentation for online teachers.
- Attends Individualized Educational Plan (IEP) meetings when requested.
- Assists in the coordination of scheduling and tracking participation in PSSA and Keystone Exams for online students.
- Monitors attendance as per required attendance laws and District policy and procedures.
- Coordinates the delivery and return of equipment or district resources as needed and maintains accurate inventory records.
- Prepares progress reports for Carlynton Cyber Academy students and parents.
- Coordinates the delivery of educational technology to District students enrolled in the Carlynton Cyber Academy as needed.
- Coordinates the online summer school program for credit recovery in collaboration with the Assistant Superintendent.
- Reviews and verifies all billing from the online education provider for accuracy, coordinates accounting for Charter and Cyber School programs by confirming enrollment and notifying the District registrar and business office of changes, and maintains an accurate database of information.
- Provides parents with accurate information about the Carlynton Cyber Academy by creating and overseeing enhancements to the District website and other communication venues, enabling them to make informed decisions for their student.

II. K-12 Student Attendance Coordinator

- Collect, analyze, and monitor daily, monthly, and yearly attendance data for all schools.
- Identify trends in absenteeism, chronic absenteeism, and truancy, and prepare regular reports for district and building leadership.

- Ensure compliance with PDE regulations, including timely completion of required reports (e.g., Future Ready PA Index submissions).
- Develop and implement a district-wide tiered attendance intervention framework.
- Coordinate and oversee Student Attendance Improvement Conferences (SAIC) and related action plans.
- Partner with school counselors, social workers, administrators, and teachers to support students with attendance challenges.
- Serve as the primary liaison between the district and families regarding attendance matters.
- Educate families on the importance of regular attendance and the impact on academic achievement.
- Connect families with community resources and services to address barriers to attendance (housing insecurity, transportation, mental health, etc.).
- Design and lead district-wide campaigns to promote positive attendance habits.
- Provide professional development and training for staff on attendance laws, early warning signs, and intervention strategies.
- Support principals with truancy referrals and work collaboratively with local magistrates and child welfare agencies as needed.
- Maintain accurate documentation of all communications and interventions related to attendance.
- Convene regular meetings with building-level attendance teams
- Communicate attendance initiatives and progress to the Assistant Superintendent, Superintendent, School Board, and community stakeholders.
- Recommend updates to district attendance policies and procedures based on best practices and state guidance.

III. Advertising and Fundraising (Development)

- Supports and assists in the coordination of Administrative initiatives that bring advertising revenue to the School District, in accordance with applicable Board policies. Examples may include, but are not limited to, Website advertising, home sporting event advertising, and other revenue generating strategies.
- Maintains a dynamic portfolio of key corporate and foundation contacts and secure new levels of institutional support through grants, marketing/public relations/recruitment partnerships, sponsorships, and other charitable initiatives.
- Collaborates with District Leadership to identify funding priorities and build related cases for support targeted to corporate and/or foundation support.
- Drafts high quality proposals, partnership appeals, letters, emails, and other fundraising communications to support best practices corporate and foundation investors.
- Manages resources obtained from participants and other clients, tracking funding sources and appropriate allocation of resources.
- Coordinates the District's crowdsourcing programs and procedures to generate additional revenue or in-kind donations.

- Coordinates district-level fundraising strategies to generate additional revenue or in-kind donations to align with the District's initiatives.

IV. Health and Wellness

- Coordinates the District Wellness and Nutrition Committee in conjunction with the Director of Food Services.
- Maintains a relationship with local community health agencies.
- Coordinates a District partnership with the American Heart Association.
- Updates the District Wellness and Nutrition Policy and Action Plan in collaboration with the Director of Food Services.
- Collaborates with building and District administrators to create building level health and wellness action plans.
- Communicates new District health and wellness information to each building level Health and Wellness committee.
- Reports building level Health and Wellness activities at the District meeting.
- Finds and secures health and wellness related grant opportunities for the District and individual K-12 buildings.
- Coordinates and promotes community involvement opportunities including but not limited to: Wellness & Nutrition Expo, Parent evening events, Assemblies and programs for students.

V. Other Administrative Support

- Serves as an educational resource and provides administrative assistance as directed by the Assistant Superintendent including, but limited to, serving as a substitute principal as needed or providing administrative support to the schools as requested.
 - Completes other responsibilities as assigned by the Assistant Superintendent or Superintendent
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Personal Qualifications:

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.

- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

Professional Qualifications

- Requires an a PDE administrative certification (i.e. principal)
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

Reports To:

- Assistant Superintendent

Position Requirements:

Work Performance:

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.

- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Personal Skills:

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward supervisors, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

Technical Skills:

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

Physical Demands:

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.

- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Work Environment:

- Generally, office setting.

Driver's License:

- Must have a valid PA driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- 10-month work year (210 days). Salary and benefits per the Act 93 Agreement.

Evaluation:

- Performance will be evaluated by the Assistant Superintendent on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **August, 2025.**