

JEFFERSON COUNTY SCHOOLS
Job Description

- POSITION:** Coordinator of Special Programs
- IMMEDIATE SUPERVISOR:** Director of Pupil Services
- FLSA STATUS:** Exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms established by JCBOE
- SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Administrative Salary Schedule, commensurate with experience and education level
- EVALUATION:** Performance in this position will be evaluated by the Assistant Superintendent of C & I and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy
- JOB SUMMARY:** To provide leadership, coordination and support for learning programs and activities in order to ensure delivery of high quality programs to all students throughout Jefferson County Schools

PERFORMANCE RESPONSIBILITIES:

- Responsible for the timely preparation, completion, and submittal of any Federal, State, and County reports
- Keep current on initiatives issued by the WV State Legislature as they relate to JCS
- Responsible for all federal entitlement programs including Title I, Title II, Title III, Title V, and Title VI
- Assist in Title I schools with the development of effective research-based instructional programs
- Assist Title 1 programs with the development of meaningful parent involvement programs
- Responsible for oversight of No Child Left Behind compliances as they relate to federal programs
- Develop comprehensive understanding of No Child Left Behind legislation, program improvement parameters, and maintain records of each individual school's status
- Actively collaborate with other administrators and principals to ensure proper integration of Title I and other federal programs
- Assist teachers and schools in the search for research-based instructional strategies that will benefit the at-risk student
- As No Child Left Behind targets schools for program improvement, assist schools in development of sustained, research based professional development activities aligned to address the instructional issues reflected in any and all standardized test data

- Prepare news release correspondence for dissemination regarding Title I and other federal programs and all NCLB notifications and correspondence
- Develop and monitor school and county budgets for all Title programs and their sub-grants
- Maintain the fiscal integrity of all programs
- Obtain information on available funds through state, federal, and foundations pertaining to Federal Programs
- Develop a dossier of effective research-based instructional programs, instructional strategies, and professional development activities that may be provided to schools to review as they work to improve their instructional programs. If the dossier is inadequate to meet the school's needs, research will be continued and expanded to accommodate reasonable school expectations
- Monitor the ESL program
- Monitor all summer programs funded through the Office of Federal Programs
- Interpret and explain all federal projects to county instructional and administrative personnel, parents, and community organizations
- Collect and analyze all data dealing with Title I and federal program evaluation and be responsible for the annual program evaluations
- Assist in the development of county policies and administrative rules related to instruction and federal programs
- Interpret federal programs' guidelines to professional staff and community
- Keep the superintendent and other county administrative staff informed and updated on federal programs, policies, guidelines, and current legislation
- Carry out assigned functions or activities designated by the superintendent
- Complete reports in a timely and accurate manner as requested by the West Virginia Department of Education in relation to all Title programs and sub-grants
- Survey, analyze, and evaluate yearly federal programs in cooperation with principals, teachers, and parents, and make appropriate recommendations to the superintendent
- Coordinate functions (programs and materials) relating to federal programs
- Coordinate and collaborate federal programs with curriculum coordinators where appropriate
- Responsible for the oversight, development, and compilation of the county five-year improvement planning process as it pertains to federal programs
- Assist schools and county in developing/maintaining NCLB documentation of compliance with appropriate monitoring documentation
- Work with designated committees of teachers, administrators, and lay persons in specific programs, projects, or course action
- Develop and provide appropriate professional development and parental involvement initiatives for all Title programs and related sub-grants
- Supervise all Federal Programs personnel. Evaluate county-level staff.
- Search out feasibility of additional programs that will augment the total school program
- Serve as consultant to those who are charged with the responsibility of project implementation
- Assume responsibility for the writing of all project proposals to be submitted to the State Department of Education or other designated agencies for approval in the manner required under the law pertaining to Federal Programs
- Assure confidentiality of privileged information

- Exhibit the ability to work with people
- Demonstrate the ability to resolve problems
- Attend national, state, and/or local conferences and/or meetings
- Upgrade professional skills through involvement in staff development, professional associations, and reading professional articles
- Perform other duties as assigned by the Superintendent and/or immediate supervisor

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade Levels and/or valid administrative certificate, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a and §18A-2-9.

- Bachelor Degree in Education (required)
- Masters Degree in Education. Masters Degree in Educational Administration (preferred) **(Preference will be given to applicants that hold a Masters in Educational Administration)**
- Completion of , or willingness, to promptly attend and complete the WV Evaluation Leadership Institute
- Minimum of 5 years of successful teaching experience, administrative experience, or a combination of the two in the discipline area of middle school education
- Knowledge and understanding of current research related to best practices for teaching and learning
- Knowledge of research based strategies that lead to increased student achievement
- Knowledge of current legislation and implications for public schools (No Child Left Behind, Common Core, etc...)
- Demonstrate self-control
- Maintain or upgrade skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and

other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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