

SCHOOL DISTRICT OF ALACHUA COUNTY
COORDINATOR -- SUPPLEMENTAL EDUCATIONAL SERVICES (SES)
JOB DESCRIPTION

JOB CODE:	630832	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	11
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Minimum of three (3) years successful classroom teaching experience and/or experience in coordinating Supplemental Educational Services programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the program budget and allocated resources. Ability to read, interpret and adhere to state board rules, code of ethics, School Board policies and appropriate state and federal statutes. Ability to select, hire, and evaluate tutoring personnel. Ability to manage and supervise personnel effectively. Ability to effectively communicate and work with parents, students, and the community.

REPORTS TO:

Director -- Project and Staff Development

JOB GOAL

To plan, develop, and implement an effective Supplemental Educational Services program in the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare and monitor the budget for the District Supplemental Educational Services (SES) program, including personnel, supplies, equipment, etc.
- * (2) Maintain a self-supporting program with a contingency fund.
- * (3) Recruit, screen, interview and recommend potential candidates for tutoring positions within the program.
- * (4) Assign tutors to provide SES at each school based on program enrollment and the required staffing ratio.
- * (5) Develop and update policies and procedures for program operation and monitor compliance with state and federal SES rules and procedures.
- * (6) Plan and implement staff training and secure curriculum resources.
- * (7) Work with principals, on-site facilitators, parents and other staff to provide a quality SES program that meets the supplemental educational needs of each student within the Student Learning Plan.
- * (8) Prepare effective program marketing materials and strategies for parent recruitment.
- * (9) Represent the SES program at all District required provider fairs.

COORDINATOR -- SUPPLEMENTAL EDUCATIONAL SERVICES (SES) (Continued)

- * (10) Coordinate student supervision during non-school hours before and after tutoring sessions.
- * (11) Provide continuous evaluation of the SES program.
- * (12) Prepare monthly and annual reports on enrollment and budget.
- * (13) Visit each tutoring group as needed and provide oversight to SES program delivery.
- * (14) Prepare invoices for tutoring services and submit them monthly to the Title I SES supervisor.
- * (15) Approve and process all stipend payrolls for tutors.
- * (16) Consult with Food and Nutrition Services on the snack program and provide required reports.
- * (17) Enter data as needed in the district Cayen system and the state provider monitoring network.
- * (18) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (19) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (21) Be knowledgeable of and adhere to Board Policies.
- * (22) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (23) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (24) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (25) Monitor district compliance with applicable codes, rules, and statutes.
- * (26) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (28) Attend meetings and conferences to promote professional growth and benefit the District.
- * (29) Maintain expertise in assigned areas.
- * (30) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (32) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (33) Respond to inquiries and concerns in a timely manner.
- * (34) Model and maintain high ethical standards.
- * (35) Adhere to applicable safety standards.
- * (36) Follow attendance, punctuality and proper dress rules.
- * (37) Maintain confidentiality regarding school/workplace matters.
- * (38) Serve on district, state or community councils or committees as assigned or appropriate.
- (39) Perform other duties as assigned.

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PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10