JOB DESCRIPTION

COORDINATOR OF NINTH GRADE INITIATIVE PROGRAM/RTI

JOB TITLE: Coordinator of Ninth Grade Initiative Program/RTI
WAGE/HOUR STATUS: Exempt
REPORTS TO: Principal
TERMS: 187 Days
DEPARTMENT: Longview High School
PAY GRADE: Administrative 4

PRIMARY PURPOSE:
Assist the principal in preparing the scheduling and testing calendar; prepare and present data reports as required by campus principal

QUALIFICATIONS:

Education/Certification:
Bachelor’s degree of education from an accredited college or university required
Master’s degree of administration, preferred
Appropriate teaching and mid-management certificate

Special Knowledge/Skills:

- Ability to work well with children with special needs, within a school setting, preferred
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Ability to reach logical conclusions
- Ability to plan, schedule, and direct work of others
- Ability to recognize when a decision is required; act efficiently and effectively
- Ability to direct and influence the actions of others
- Ability to perform under pressure
- Ability to perceive needs, concerns, and personal problems of others and skills in resolving conflicts with tact and tolerance with people of different backgrounds
- Ability to communicate orally and in written form
- Have a range of interests educationally and be ethical

Experience:
Two years of experience working with children, educational environment, preferred
MAJOR RESPONSIBILITIES AND DUTIES:

1. Participation in development and evaluation of the 9th-Grade Initiative Program
2. Encourage and support development of the 9GI Program, help teachers and support their learning environments
3. Help develop a Positive Student Behavior Program for 9GI
4. Conduct meetings/conferences with students, parents, and teachers in reference to failing grades – progress reports and report cards. Also work with students assigned to ISS
5. Bilingual liaison for 9th Grade Initiative
6. Assist with 9GI Celebration
7. Assist in developing a plan to monitor all 9th-grade students
8. Promote a positive, caring climate
9. Communicate effectively with students and staff
10. Work with the 9th-grade counselor to develop 4-year plans in Career Cruising with students and parents. Enter endorsements in Skyward
11. Assist with Master Scheduling
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district’s safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned
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- If you are absent or if you leave campus, please communicate with Mr. Brown, Mrs. Clark and Mr. Brewer.

- Your Administrative Campus and Extra Curricular duties will be assigned by Mr. Brown.

SUPERVISORY RESPONSIBILITIES:

Share supervisory responsibility for students with school principal and assistant principals

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: ______________________________________ Date: __________________

ESTABLISHED/REVISED: Aug., 2018