



Longview Independent School District

JOB DESCRIPTION

COORDINATOR OF CAMPUS OPERATIONS

JOB TITLE:	Coordinator of Campus Operations	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	217 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Assist the school principal in overall administration of instructional program and campus level operations; coordinate and supervise assigned student activities

QUALIFICATIONS:

Education/Certification:

Master's degree – administrators/superintendent certification
Valid Texas teaching certificate

Special Knowledge/Skills:

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations

Experience:

Three years experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

School/Organizational Climate

1. Promote a positive, caring and safe climate for learning
2. Deal sensitively and fairly with persons from diverse cultural backgrounds
3. Communicate effectively with students, parents, and staff
4. Participate in development of campus improvement plans with staff, parents, and community members



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

School/Organizational Improvement

5. Assist principal in developing, maintaining, and using information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
6. Establish and maintain master school facilities use calendar

Administration and Fiscal/Facilities Management

7. Supervise campus security procedures whenever classes are in session
8. Monitor and maintain security surveillance camera system
9. Coordinate and maintain campus radio communications system
10. Develop and monitor student and faculty parking lot procedures
11. Maintain campus emergency and crisis plan procedures
12. Coordinate disaster and emergency drills
13. Maintain campus building inventory
14. Maintain campus facilities calendar; coordinate with custodians in regard to special events
15. Assist local and county officials with safety and fire inspections

Student Management

16. Assist assistant principals with student supervision, attendance, and tardiness
17. Ensure that students are adequately supervised during non-instructional periods
18. Assist in monitoring student parking lots before and after school
19. Responsible for student ID card procedures; i.e., distribution, system maintenance and monitoring current status of cards
20. Assist in supervision of UIL activities
21. Assist assistant principals in duty rotations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

22. Assist assistant principals with teacher observations
23. Supervise UIL and local student drug testing program
24. Coordinate student backpack nutrition program
25. Coordinate and supervise senior celebration, prom, graduation, and other student activities
26. Assist in development of a student discipline management system that promotes positive behavior
27. Ensure that school rules are uniformly observed and that discipline procedures are appropriate and equitable
28. Assist with conferences on student and school issues with parents, students and teachers

Professional Growth and Development

29. Participate in professional development activities to improve job related skills

School/Community Relations

30. Articulate the school's mission to community and solicit its support and success
31. Demonstrate awareness of school-community needs and initiate activities to meet those needs
32. Use appropriate and effective technique to encourage community and parental involvement

Other

33. Comply with district policies, as well as state and federal laws and regulations
34. Adhere to the district's safety policies and procedures
35. Maintain confidentiality in the conduct of district business
36. 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)
37. Demonstrate regular and prompt attendance
38. Other duties as assigned



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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.

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 and duties that may be assigned or 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 DATE: Feb., 2017