



Longview Independent School District

JOB DESCRIPTION

COORDINATOR OF SCHEDULING/TESTING AND DATA COLLECTION/NINTH GRADE INITIATIVE

JOB TITLE:	Coordinator of Scheduling/ Testing and Data Collection/ Ninth Grade Initiative	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 1

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

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



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in assignment in the scheduling of teachers
2. Uphold and enforce school rules, administrative regulations, and state and local board policy
3. Work collaboratively with staff for improvement
4. Conduct instructional exercise assigned by the teacher; work with individual students or large groups at the secondary level
5. Assist in curriculum instruction
6. Provide leadership and support for the high school ninth grade initiative
7. Provide organizational structure to encourage staff input
8. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
9. Consult classroom teachers regarding student assignments
10. Supervise students assigned to ISS during lunch and bathroom breaks as determined by principal
11. Participate in staff development training programs, faculty meetings, and special events, as needed
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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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, 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: Feb., 2017