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:**	Professional 3

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

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.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED DATE: AUG., 2020