Coordinator - Area

QUALIFICATIONS
- Master’s Degree from an accredited educational institution.
- Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida.
- Demonstrated knowledge of accepted business practices related to budget preparation and administration, human resources, purchasing, transportation, food services, technology, school plant operations, and facility planning.
- Successful completion - or completion within one year of appointment - of the Leadership Awareness Training Program.
- Minimum of three years successful teaching experience.
- Valid Florida Driver License.

Reports to: Area Superintendent
Supervisor’s Superior: Superintendent
Supervises: Various

Job Goal
Assist the Area Superintendent with the management, coordination, administrative and advocacy duties related to an area consisting of high schools, their feeder schools, and associated alternative and special education facilities; and perform related duties as required or assigned.

KNOWLEDGE, SKILLS, & ABILITIES
Demonstrated oral and written communication skills; analyze data; extensive skills in managing conflict resolution; ability to make logical recommendations and/or decisions based on accurate information; time management skills; ability to travel from one worksite to another; knowledge of technology.

PERFORMANCE RESPONSIBILITIES:
Essential Functions (Illustrative Only)
- Assists in developing, planning, and organizing at the area level; and administering policies and procedures to ensure the Districts’ strategic plan objectives are achieved.
- Provides input into principal and other area staff evaluations through the annual performance evaluation instrument and assists in the development of individual career path enhancement plans.
- Confer with members of educational committees and advisory groups to obtain knowledge of subject areas, and to relate curriculum materials to specific subjects, individual student needs, and occupational areas.
- Assists schools with identification of needs and areas for growth; assists with the assessment of student achievement for each school within the designated area to include special student populations; and makes recommendations to the Area Superintendent.
- Makes recommendations to the Area Superintendent with respect to proposals for new educational or administrative programs, and assists with the implementation of approved programs.
- Oversees the area operation and ensures that the administrative functions to which assigned are effectively carried out.
- Performs difficult, complex, technical, and/or specialized support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the area assigned.
- May supervise staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.
- Assists in the preparation of the annual budget for the assigned organizational area, including compiling data, making revenue projections and recommending service levels and enhancements; monitors and tracks expenditures, ensuring the area remains within approved budget allocations.
- Attends to a variety of administrative details such as keeping informed of departmental/division activities, transmitting information, developing, implementing and interpreting policies and procedures, and monitoring day-to-day operations of the functional area assigned.
- Provides technical assistance to staff on operational issues such as personnel policies, finance, purchasing, record keeping, training, risk management, and contract administration.
- Performs project research and report preparation related to the activities of the organizational area to which assigned; may prepare and update a variety of periodic and special narrative, accounting, database and statistical reports.
- Communicates effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations, and others to exchange or convey information.
- Investigates and acts on such complaints from patrons as may come to the Area Superintendent’s attention.
- Collaborates with the Area Superintendent to act as advocate within the school division for all area schools.
Assists with mentoring principals and school-based administrators.
Assists in the coordination of school-based administrator’s professional development within the area and assists with the implementation of staff development and in-service training programs.
Acts as a liaison with parents and parent groups, civic agencies, and related community groups.
Assists with the preparation of oral and written communications.
Assess and provide essential feedback from the community to the Area Superintendent.
Recognizes and is sensitive to the multicultural needs of schools, staff and community.
Maintains communication and cooperation with other area coordinators.
Approve area position vacancy listings, and recruitment plans and advertisements.
May act as a liaison with appropriate government agencies and professional groups.
Provide outstanding customer service and use positive interpersonal communication skills.
Make all decisions and perform all tasks in accordance with Brevard Public Schools Organizational Values.
Ensure compliance with Board rules and applicable federal laws and regulations.

Performance Responsibilities: Other Duties & Responsibilities
Ability to work a flexible schedule. Perform other tasks or services consistent with the job goal of this position.

Physical Demands & Working Conditions (ADA Compliance)
Medium work: Exerting up to 50 pounds of force occasionally, or up to 20 pounds of force frequently, or up to 10 pounds of force constantly to move objects.
The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Work Environment
Indoor/outdoor. Sitting at a computer for long periods of time. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

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

Terms of Employment

Compensation & Classification Details

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Draft Developed By: Cyndi Van Meter, Area Superintendent

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone
Compensation & Classification: Terrilyn Berry
Job Recommendation: Susan Standley