

TITLE**Coordinator - System Support Services (Part time)****QUALIFICATIONS**

1. Valid Tennessee teacher's license with administration endorsement;
2. Appropriate certification (TEAM) to evaluate teachers; and
3. Verified administrative or supervisory experience in public schools.

JOB GOAL: To provide additional support to school principals and system-wide administrators.

ESSENTIAL FUNCTIONS

1. Assist principals with required evaluation of teachers;
2. Works directly with the system-wide Supervisors in regard to curriculum;
3. Work closely with Curriculum Specialists, Technology Specialist and the school level Curriculum/Instructional Coaches as well as principals to enhance professional skills of teachers;
4. Monitor support programs (specifically Prevention Coalition and Campora) to ensure that the provided services comply with district, state and federal requirements;
5. Implement the Aspiring Leader Academy;
6. Assist with grant writing;
7. Oversee the approved School Support Organizations at all schools; and
8. Perform other duties as deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience.
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Will work in a typical school (and/or office) environment.

Anticipated to work flexible hours - a maximum of 900 hours (equivalent of 120 work days of 7.5 hours) in the fiscal year beginning July 1 and extending through June 30.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.