



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Coordinator</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Principal and/or Curriculum and Instruction
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The OCS Coordinators perform a variety of administrative tasks coordinating the successful implementation of the APEX/IB, STEM and Engineering, Global Gateway and School Community Relations programs in the school system. Coordinators are responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Each Coordinator assists teachers with developing strategies and techniques for assessing and fulfilling the particular area deficiencies of their students. Each Coordinator also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Additionally, each Coordinator assists administrators with evaluating the effectiveness of their particular programs in the school system and develops strategies for improvement.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of theories and principles that are used in each of the programs
- Thorough knowledge of the North Carolina State Curriculum as it applies to each program

- Considerable knowledge of the current literature, trends, and developments in the field of each program and instruction
- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the school system and School Board policies, procedures and standards pertaining to each of the programs
- General knowledge of the organization and communication channels of the school system
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the grant application and administration process as it applies to any of the particular programs
- Skill in counseling and developing staff
- Ability to review and evaluate testing results and to develop a plan of action based on conclusions
- Ability to select appropriate and effective program related textbooks and other materials
- Ability to develop innovative and effective programmatic instructional materials
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to develop meaningful annual budgets
- Ability to effectively express ideas orally and in writing
- Ability to make effective oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree from an accredited institution in Science, Engineering, Mathematics, or related subject area
- Extensive coursework in CTE and education
- Five (5) to seven (7) years of experience teaching with program coordination experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid NC Certification in applied teaching area
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Master's Degree from an accredited institution in Education, School Administration, Science, Mathematics, Engineering or related area
- Experience as a school administrator and/or department head in a public school setting

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist K through 12 teachers with improving techniques of programmatic instruction and improving overall student achievement
2. Provide instructional strategies and various tools to aid the instructional process
3. Observe teachers and provide feedback and/or demonstration lessons
4. Assist with the overall evaluation the specific program in the system and develop strategies for improvement
5. Coordinate and provide staff development opportunities
6. Ensure teachers, principals, and curriculum facilitators are familiar with any changes to the North Carolina curriculum regarding designated program(s)
7. Design curriculum, new course offerings and guidelines for student placement
8. Serve on teacher performance appraisal teams as requested by principals
9. Assist the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment
10. Assist with technology needs in order to facilitate successful implementation of program requirements
11. Inform parents, administrators and community citizens about programmatic offerings in the school system
12. Work with state, community, civic, business and university groups to resolve educational issues
13. Initiate grant applications involving math, science, technology and other programmatic areas
14. Develop a plan for the district in designated programmatic area and for professional development of staff
15. Supervise and evaluate district-wide program instructional personnel
16. Collaborate with other curriculum specialists to provide an integrated program
17. Assist Human Resources Department with screening and interviewing applicants for teaching Applicable positions
18. Serve as a consultant to college and university teacher education programs
19. Connect to educational partners in the community
20. Perform additional duties as assigned by the Principal or Curriculum and Instruction

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*