



Job Title: Coordinator – Second Chance

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring, and enriching environment to promote student success.

ESSENTIAL JOB FUNCTIONS

- Provides leadership in the development and implementation of the Second Chance Program.
- Provides instructional leadership and supervision for student achievement.
- Assigns staff to the Second Chance Program.
- Implements policies to support the academic and behavioral needs of expelled students.
- Coordinates program planning with District instructional staff.
- Manages, directs, and maintains program records.
- Manages textbooks, equipment, and resources.
- Manages and administers testing.
- Supervises personnel and maintains professional development plans.
- Identifies through needs assessment staff training program.
- Facilitates student schedules with guidance counselor.
- Meets weekly with faculty.
- Maintains and models high standards of professional conduct.
- Models effective listening and positive interaction skills.
- Interviews and selects qualified personnel.
- Implements all local, state, and federal requirements.
- Provides all staff with required textbooks and materials.
- Organizes, oversees, and provides support to the various services, supplies, materials, and equipment
- Supervises and manages the operation of program.
- Supervises the orderly movement and transportation of students.
- Monitors student attendance.

- Conducts staff meetings to ensure adherence to District rules and clear communication.
- Monitors custodial services.
- Communicates with the Superintendent's office when necessary.
- Establishes guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- Establishes procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- Maintains visibility and accessibility on the school campus.
- Participates in county-wide management meetings and other meetings and activities appropriate for professional development.
- Communicates effectively, both orally and in writing, with parents, students, and teachers.
- Models effective listening and positive interaction skills.
- Maintains and models high standards of professional conduct.
- Sets high goals and standards for self, others, and organization.
- Establishes a vision and mission for the school in collaboration with key stakeholders.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- Accesses District and community resources to meet school needs.
- Anticipates problems and difficult situations and plans appropriately to handle them.
- Acts quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- Provides recognition and celebration for staff, student, and school accomplishments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Valid Florida Certificate or eligible for Florida Certificate in Educational Leadership.
- Minimum of ten (10) years of secondary education experience.
- Experience working with at-risk students.
- Experience in Administration and Supervision preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge and understanding of the unique needs and characteristics of students in the assigned program.
- Requires the ability to provide leadership and direction for the program.
- Requires the ability to involve others in the decision-making process.
- Requires the ability to prepare and manage the program's budget and allocated resources.
- Requires the ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
- Requires the ability to use effective interview techniques, coaching procedures, and evaluation procedures.
- Requires the ability to enforce collective bargaining agreements.

- Requires the ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills.
- Requires the ability to display skills in personnel management and supervision techniques.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to analyze and use data.
- Requires the ability to display knowledge of current educational trends and research.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to provide input to those that determine policies and enforce policies.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget, manage the budget within assigned department, and determine allocation of budget among departments.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: