

**Job Title:** Coordinator – Student Engagement



## **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 – 10

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**JULY 30 2019**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to facilitate District compliance with procedures and laws in order to provide maximum efficiency and educational opportunities for all students and to assist School District Administrators in resolving difficulties that may arise which disrupt the educational atmosphere.

## **ESSENTIAL JOB FUNCTIONS**

- Administers procedures and decisions dealing with student expulsion, teaching suspensions, and dismissals, arrest reports, and unions.
- Conducts or assists in conducting due process hearings for the School District involving students and employees.
- Assists with recommendations and course of action in student legal proceedings; such as, court appearances, depositions, subpoenas, and others.
- Works with School District officials, the State Department of Education, law enforcement, and other community agencies.
- Assists in the annual updating of the Student Rights and Responsibilities Handbook.
- Receives and follows-up on adjudicated youth reports.
- Serves as a liaison to the court when student records have been requested by the parents or ordered by the court and provides information on cases involving law enforcement.
- Assists in scheduling and/or attending expulsion hearings and formal hearings regarding students recommended for disciplinary action.
- Attends School Board meetings and workshops as directed by the Deputy Superintendent or Superintendent.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and community.
- Interacts with parents, outside agencies, businesses, and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.

- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops and provides training to all Administrative Deans within the School District.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution in School Administration and Supervision.
- Minimum of ten (10) years of teaching experience.
- Proficiency in School Law or graduate-level courses in School Law.
- Minimum of three (3) years of experience dealing with the court system and attorneys.
- 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 of and ability to interpret all applicable federal and state laws and rules and School Board policies affecting areas of responsibility.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display possession of analytical skills for problem solving.
- Requires the ability to organize, manage time, and prioritize duties.
- Requires the ability to display knowledge of school law.
- Requires the ability to display knowledge of Juvenile Justice System.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- 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 up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities

in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

**Date of Revision: July 30, 2019**

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