



Dist Coord 5 PT / e-school

Purpose Statement

The job of Dist Coord 5 PT / e-school is done for the purpose/s of The position of Coordinator K-12 Electronic School Programs manages the District's electronic school; working with faculty and staff to promote electronic education; coordinating electronic curriculum delivery scheduling; managing online courses; and providing student and faculty technical support for online courses.

This job is distinguished from similar jobs by the following characteristics: Works exclusively with online education.

This job reports to Associate Superintendent Student Services

Maintaining an effective school operation, i.e. assists with staff hiring; establishes school spirit and motivational programs; gives leadership to school's strategic plan; identifies curricular emphases and practices which are consistent with district-wide agreements regarding curriculum; initiates parent contact, programs and organizations in the community. The Coordinator K-12 District Electronic School Programs provides ongoing instructional leadership to staff including: effective teaching practices, curriculum implementation, instruction which is tied directly to the Utah State Core and the Provo City School District Standards; assessment use and interpretation, professional development activities and other duties as outlined below. The Coordinator K-12 District Electronic School Programs assists with responsibilities of day-to-day administration and the safety and welfare of students, staff. He/she ensures a safe, pleasant and effective educational atmosphere, providing discipline as necessary while enforcing school and district policies, and honoring community expectations for student and staff conduct.

This job reports to Principal - Alternative Education

Essential Functions

- Analyzes and interprets school-level data; works with staff to develop (and update) the School Improvement Plan in accordance with district policy and to ensure improved student learning. for the purpose of
- Assists with the marketing and recruiting for electronic school programs for the purpose of increasing enrollment and raising awareness of electronic course offerings. for the purpose of
- Assists with the School Improvement Plan development and revision process. for the purpose of
- Assists in management of building staff, including hiring, coaching and dismissal, working in partnership with the district Human Resources department and in accordance with district hiring and employment standards. for the purpose of
- Assists with establishing an effective working and learning environment, including quality instructional practices and parental involvement. Sets high expectations of achievement for the purpose of
- Assists with the development of course schedules and class offerings based on input from the teaching staff for the purpose of providing a wide variety of options for electronic school students. for the purpose of
- Assists with the evaluation process of the electronic school, support services and delivery systems for the purpose of improving school operations and services. for the purpose of
- Conducts meetings of staff, parents, students and other groups as requested. for the purpose of
- Coordinates electronic school operations with students and vendors for the purpose of assuring that electronic school programs are efficient, effective and relevant. for the purpose of

- Coordinates and supervises assigned projects and/or program components (e.g. proper distribution of materials to a variety departments, accounting transactions, student enrollment, and applications, etc.) for the purpose of completing activities and/or delivering services in a timely fashion. for the purpose of
- Develops and maintains positive and effective communication with the school community. for the purpose of
- Develops and maintains quality partnerships with parents, area universities, colleges, government entities and businesses. for the purpose of
- Helps to establish a set of culturally-responsive standard operating procedures, practices, and routines. for the purpose of
- Helps to evaluate performance and effectiveness of programs and staff in relation to expectations of the Utah State Core Curriculum, the Provo District Standards, and other related district and state initiatives. for the purpose of
- Helps to establish and maintain a high level of expectations for conduct, student achievement, professionalism, work ethic, and civility for self, staff, and students. for the purpose of
- Implements policies and procedures as directed by the Board, or by the state or federal agencies. Directs questions regarding policies/procedures to the superintendent. Reports and trains staff and community groups within the school. for the purpose of
- Incorporates “College and Career-Ready” standards to teach marketable skills to students. for the purpose of
- Incorporates technology in the school to aid effective instruction. for the purpose of
- Interacts with students and staff in a constructive manner to encourage each individual to perform at his/her highest level. for the purpose of
- Involvement in professional development for staff, aligned with district and school goals. for the purpose of
- Is a positive, contributing member of the district leadership team. for the purpose of
- Maintains and processes a variety of manual and electronic documents, files and records (e.g. grades, transcripts, enrollment, course schedules, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. for the purpose of
- Maintains relations with parents, parent groups, school volunteers and outside agencies. for the purpose of
- Manages and monitors course assessment for the purpose of ensuring valid and reliable test results. for the purpose of
- May provides leadership to specialized programs in the school, including Special Education, 504, ESOL, Title I, etc. for the purpose of
- May provide and/or facilitates training of staff regarding the most effective practices that lead toward higher student achievement regardless of race, ethnicity, socio-economic status, or prior achievement. for the purpose of
- Monitors state requirements, licensing, copyright laws, and accreditation regulations for the purpose of ensuring compliance with federal, state, and district guidelines and regulations. for the purpose of
- Participates in ongoing professional development. for the purpose of

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. for the purpose of
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- Performs a variety of clerical and secretarial tasks (e.g. typing correspondence, filing, directing phone calls, receiving and distributing mail, etc.) for the purpose of ensuring an effective and efficient work unit. for the purpose of
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, financial reports, agendas, statistical data, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information. for the purpose of
- Provides effective staff communication and when needed, employs strong collaboration and conflict resolution skills. for the purpose of
- Receives and tracks incoming funds for the purpose of ensuring that established guidelines and procedures are followed. for the purpose of
- Researches assigned topics (e.g. current practices, policies, education codes, course requirements, etc.) for the purpose of ensuring innovative and effective program operation. for the purpose of
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, government agencies, universities, general public, students, parents, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction. for the purpose of
- Serves as the primary point of contact for the electronic school program ensuring that information is collected and disseminated efficiently and accurately. for the purpose of
- Supervises and organizes extracurricular programs, activities and functions. for the purpose of
- Trains assistants and informs office staff of new policies and information for the purpose of for the purpose of ensuring an effective and efficient work unit.
- Works closely with school counselors and administration for the purpose of raising awareness of electronic school options and meeting the educational needs of school age students throughout the state. for the purpose of
- Works with electronic school teachers for the purpose of arranging access to electronic school materials, programs and student services. for the purpose of
- Works positively with District Office personnel to coordinate the processes for the effective functioning of the school. for the purpose of

Other Functions

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured
- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Develops individual student care plans for the purpose of addressing students' health needs; providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Directs student health services for the purpose of prioritizing project activities, ensuring utilization of personnel in compliance with site requirements; and meeting mandated requirements.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of written materials (e.g. quantity reports, student services, correspondence, internal audits, core plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.

- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: strong interpersonal aptitude; customer service; managing projects/programs; setting goals; monitoring activities; office practices; planning; strong written and verbal skills; social media (e.g. Facebook, etc.); problem solving; recordkeeping; and training.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: general understanding of the academic K-12 market; codes, laws, rules, regulations and policies; English grammar, punctuation, spelling and vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; motivation; professionalism; communication with persons of diverse backgrounds, knowledge and skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; teamwork; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Approval Date

Salary Grade

Exempt

Level 5