

## McDowell County Schools

### Job Description

---

**POSITION:** Site Coordinator Roles and Responsibilities  
(Save the Children)

**REPORTS TO:** Site Principal

**DEPARTMENT:** Professional

---

**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** 210 hours ending June 30, 2012

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** A professional educator who will provide direction and supervision to all Save the Children programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide direction and supervision to all Save the Children programs;
- Provide direction and supervision to program aides, teachers, and tutors in planning and implementing Save the Children programs; assuring that they arrive to work at the agreed time, fulfill the agreed-upon responsibilities, etc.;
- Engage in long range planning by writing the annual Partner Plan and creating the budget;
- Supervise the budget that has been established for the running of the programs;
- Serve as liaison with the school principal and staff; assuring the integration of Save the Children supplemental literacy programming into the school day;
- Serve as liaison with the Board of Education;
- Attend all required Save the Children trainings to maintain a working knowledge of Save the Children programs;
- Serve on school or community committees that have a direct impact on Save the Children program implementation and success; and
- Be able to access high-speed internet and maneuver the online WEBEX system.

### **Literacy/NuPA Program Responsibilities:**

- Determine and identify students (through STAR tests and teacher recommendations) who will participate in Save the Children programming;
- Create and process after-school and summer applications;
- Act as a liaison with parents and Save the Children staff;
- Collaborate with principal, teachers and Save the Children Literacy General Aide to ensure sessions are included in the school's schedule;
- Handle discipline referrals during Save the Children programs;
- Complete all paperwork duties required by Save the Children funding; preparing and submitting reports (on monthly, quarterly basis); collecting and verifying timesheets for all staff;
- Monitor and track expenditures through periodic (monthly) reports from Finance Director;
- Purchase and maintain supplies;
- Plan and facilitate regular staff meetings and periodically evaluate staff and program, focusing on the overall goals of the literacy program. Address staffing issues as they arise and build a teamwork environment; and
- Plan for and manage transportation of children for the after school program.

### **Early Steps Program Responsibilities:**

- In partnership with the Early Childhood General Aide assist with identifying and recruiting appropriate families for Early Steps for School Success;
- Meet with the Early Childhood General Aide on a regular basis to provide support and supervision;
- Set up a system to review and monitor the Early Childhood General Aide's schedule and plans on a regular basis; the Early Childhood General Aide should provide the supervisor with a weekly schedule of her activities and whereabouts. This is important both for safety and accountability;
- Assist the Early Childhood General Aide in planning and implementing parent/child groups and activities;
- Review and monitor Early Steps for School Success paperwork requirements including reviewing quarterly data reports before submission;
- Attend parent/child groups and accompany Early Childhood General Aide on home visits on a periodic basis (a minimum of two times per year);
- Complete all paperwork duties required by Early Steps for School Success grant; preparing and submitting reports (on monthly, quarterly basis); collecting and verifying timesheets and mileage reports for Early Steps for School Success staff;
- Monitor and track expenditures through periodic (monthly) reports from Finance Director;
- Follow purchasing and maintenance of supplies and materials for the Early Childhood General Aide program;
- Plan and facilitate regular staff meetings and periodically evaluate staff and program, focusing on the overall goals of the Early Steps for School Success program. Address staffing issues as they arise and build a teamwork environment; and
- Participate in conference calls related to Early Steps for School Success as requested.

**SUPERVISORY RESPONSIBILITIES:** Exercise supervision over Save the Children county employees.

## **EDUCATION**

- Possesses the minimum of a bachelor's degree

## **QUALIFICATION REQUIREMENTS:**

- Qualifications as outlined in West Virginia Code §18A-4-7a;
- Meet minimum standard for certification as set forth by West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel;
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possess a valid WV Teaching Certificate for K-5.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret information. Ability to write reports. Ability to effectively present information and respond to questions from groups of parents, teachers, and the general public.

## **MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING AND OTHER SKILLS/ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or data projector/computer carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*