

Job Title: Professional Development School Coordinator II
Department: Elementary Education
Reports To: Executive Director, Elementary Education
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

The Professional Development School Coordinator II directs and coordinates educational, administrative, and counseling activities of the school. Additionally, the PDS Coordinator II works with representatives from Dixie State University to ensure the successful partnership in creating and maintaining a professional development school by incorporating practicum students from the university.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Creates and implements a three year plan for creating a successful partnership with Dixie State University in creating a professional development school.

Communicates regularly with the Dean of Education at Dixie State University regarding our partnership.

Coordinates with Dixie State University to begin incorporating practicum students.

Communicates with the professors of practicum students in regards to the student's schedules and performance.

Develops and evaluates educational programs to ensure conformance to state and WCSD School Board standards and policies.

Initiates and directs a process for collaboratively developing and communicating a vision for the school through the annual school Consolidated School Improvement Plan (CSIP) and the WCSD Consolidated Student Success Plan.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Effectively evaluates teachers and staff according to WCSD policy.

Monitors conduct of teachers and staff in compliance with WCSD policy. Takes appropriate administrative action as necessary.

Confers with teachers, students, and parents concerning educational and behavioral problems in school.

Articulates goals and policies as appropriate to staff, students, parents and the community.

Takes responsibility for the implementation, supervision, coordination and evaluation of all curricular and co-curricular programs and services offered by the school.

Holds regular staff meetings for the purpose of discussing educational and administrative matters.

Attends meetings called by the Superintendent (or designee).

Develops and administers educational programs for students with mental or physical disabilities.

Establishes and maintains relationships with community organizations and other schools to coordinate educational services.

Directs preparation of class schedules, cumulative records, and attendance reports.

Plans and monitors school budgets.

Keeps the Superintendent fully advised as to the conditions and needs of the school and submit reports as they may be requested and perform other duties as may be assigned by the Superintendent.

Ensures the proper registration of pupils in the school and for the maintenance of up-to-date cumulative records and power school records, including the responsibility to see that a pupil's records are forwarded when the pupil transfers to another school,

Administers and provides oversight for activities conducted by any student organization of the school, provided that such activities are sponsored by the school and the principal.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Provides administrative oversight for the administration of a system of accounting of all funds belonging to the school or to the student body.

Implements reasonable precautions to safeguard the health and general well-being of staff and pupils, and for making effective any plans necessary for their safety,

Ensures and oversees discipline among students, making provision for the supervision of the school according to the approved practices and policies.

Initiates and directs a process for collaboratively developing, communicating and promoting a vision for the school.

Creates and monitors clear expectations for teams in implementing processes embedded in the consolidated school improvement plan.

Collectively leads the processes of learning within the school to include the creation of weekly time for teams to collaborate; flexible time for extra learning opportunities; and the sustainment of a school culture committed to student learning.

Plans and directs building maintenance.

Inspects the school building and grounds regularly to see that they are free from hazards that might cause accidents and notify the maintenance supervisor of any conditions which need to be remedied.

Reports to the Superintendents and/or the maintenance supervisor any damage incurred at any time; where damage is serious and appears to have been done deliberately, it shall also be reported to the police.

Implements rules and regulations with respect to fire prevention and safety and ensures that they are carried out, that all personnel are familiar with the instruction related to fire alarms, fire drills, fire extinguishers, and emergency drills, and that properly supplied first aid kits are provided where needed.

Oversees and manages the conduct of the pupils who are being transported by bus, during the period in which they are in, entering upon, or alighting from the school bus as is provided by State Regulation or WCSD Policy.

SUPERVISORY RESPONSIBILITIES

This position has direct supervisory responsibility over the school personnel of the assigned school.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Education and four to six years' classroom instruction and related administrative experience and/or training.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

CERTIFICATES, LICENSES, REGISTRATIONS

An active professional level Utah School Leadership License is required for this position.

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 regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Prepared By: Assistant Director, Human Resources			Date: 11/18/2019
Approved By: Executive Director, Human Resources			Date: 11/18/2019
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	