



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE: CENTRAL OFFICE COORDINATOR**

**QUALIFICATIONS:**

- AA/Ed.S. certification is preferred but not required.
- Master's Degree or certification in educational administration or supervision is preferred.
- Minimum of five (5) years of successful teacher and/or administrative experience.
- Certification in elementary or secondary teaching field is preferred but not required.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**REPORTS TO:** Superintendent and Assistant Superintendent of Education

**SUPERVISES:** Assigned personnel and students

**CONTRACT DAYS:** 240 days / twelve-month contract

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** To serve as an instructional leader of the schools and work with administration, staff, students, and community to ensure a high quality educational program. To use leadership, supervisory, and administrative skills to promote the educational development of each student. To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society. To help administrators and teachers by ensuring they have the necessary training, resources and support needed.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. To provide general administrative and supervisory capacity for the Superintendent.
2. To assist with coordination and supervisory of the Superintendent's office and staff.
3. Provide leadership in the development of program and personnel budgets working with program coordinators, administrators and the Chief School Finance Officer.
4. Provide leadership in the coordination, supervision, and evaluation of district coordinators, programs, and operations.
5. Develop and maintain Board Policies Manual and Student Handbooks.
6. Provide leadership to district administrators related to discipline issues, policies, and procedures.

Reviewed and agreed to by: \_\_\_\_\_  
 Printed name of employee/applicant      Signature      Date: \_\_\_\_\_