

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: CENTRAL OFFICE COORDINATOR

OUALIFICATIONS:

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.

- 7. Participate in principal and coordinator evaluations.
- 8. Assist with the district capital plan; assist in the development of budgets for new construction, general operations, and maintenance of buildings.
- 9. Serve as system coordinator for designated areas assigned by Superintendent.
- 10. Attend school during assigned hours.
- 11. Regular and predictable attendance.
- 12. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
- 13. Attend faculty and other assigned meetings.
- 14. Participate in the State Board and system required in-service and professional development.
- 15. Assists in implementing all policies and rules governing student life and conduct.
- 16. Perform reasonable duties necessary for the safe and effective operation of the school.
- 17. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
- 18. Exhibit positive human relation skills and professional ethics.
- 19. Demonstrate proficiency in written and oral communication.
- 20. Demonstrate competency in the use of technology.
- 21. Contribute to the overall development of an effective school program.
- 22. Communicate concerns and requests to teacher in an appropriate and timely manner.
- 23. Perform clerical tasks and maintain individual records for students as necessary.
- 24. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVIEW: 05/13/2025 **DATE OF LAST REVISION:** 05/13/2025

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

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