

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Temporary Coordinator of ISD Special Programs
September 2016 through June 2017

DEPARTMENT: Elementary Education
Administrative Building

REPORTS TO: Executive Director of Elementary Education

Position Summary: Under the direction of the Executive Director, develop, coordinate, and manage programmatic aspects as assigned of the Issaquah School District. This position requires knowledge of District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Coordination, support, and management of the Elementary Special Programs such as Pre-Kindergarten (Pre-K), Pre-K/K Summer School, Pre-K Community Outreach program, and WaKIDS.
- Assist with evaluation/audits of district special programs as assigned and in compliance with state and federal guidelines.
- Maintain all records, data, and paperwork required for assessments, program compliance, and progress monitoring
- Develop and implement staff development/in-service plans, programs, and material for staff with a particular focus upon the PreK-K programs.
- Facilitate and support teacher groups, committees, teams, meetings, and other professional groups designed to improve instruction and curricula delivery.
- Act as a communication liaison between and among special programs staff, District administrators, parents, and the Executive Directors of Elementary Education and Human Resources.
- Coordinates programs and performs outreach to the colleges and universities' teaching and administrative certification programs in order to provide a smooth pathway for internships and professional certifications.
- Develops the structures necessary for the certificated and administrative internship programs for the ISD.
- Attend parent meetings, provide parent workshops, and facilitate parent communication.
- Problem-solve and initiate solutions to issues or concerns from stakeholders.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Executive Directors.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master's degree from an accredited college or university with an emphasis in educational leadership.

EXPERIENCE: Five (5) years of successful teaching experience in public schools and effective work with school age students. Preference given to Elementary Level experience. Three (3) years of successful building level administrative experience, Elementary level Principal preferred. Prior experience coaching and training adult learners. Further the successful candidate will possess:

- Ability to work independently, take initiative, organize projects and details, meet deadlines, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with and exercise sensitivity in dealing with a diversity of individuals and groups;
- Ability to perform in a flexible manner in regard to last-minute changes with on-the-job tasks

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- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues.

CERTIFICATES & LICENSES: Valid Washington State administrative certificate. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION & TRAINING: That which is required to be effective in the position and to maintain certification.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date