

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Program Coordinator for OSS / AHS / GED
Out of school suspension / Alternative High School / General Education Diploma

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: School Service Center
REPORTS TO: Assistant Superintendent
LENGTH OF WORK: Ten, eleven or twelve month year. Length of year and salary to be determined by the School Board.

JOB GOALS:

Directs and coordinates educational, administrative, and counseling activities of Out of School Suspension / Alternative High School and GED programs by performing the following duties:

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.
Corporation contact person for the Adult Basic Education Program.

Directly recommends program design and format to Assistant Superintendent for the Plymouth Community Schools.

Implement the approved program under local, state and federal guidelines.

Coordinates educational programs through meetings with staff, review of teaching department's activities, and issuance of directives.

Confers with teaching personnel, students, and parents on matters pertaining to educational and behavioral problems in school.

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

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

Supervises assignment of teachers and pupils to classes.

Adult Basic Education Program responsibilities: In conjunction with the director of Instruction, the Coordinator will be responsible to:

- a. Write the annual federal and state funding proposal.
- b. Design and implement staff in-service to fulfill obligations of grants and support program needs.
- c. Recommend the expenditures of budgeted monies for the purchase of material and equipment.
- d. Assist in the selection of all personnel employed to work with the ABE program and monitor hours for payroll.
- e. Evaluate the personnel assigned to the ABE program.
- f. Assist in the dissemination and collection of program information between students, staff, the public, administration, and school board.
- g. Attend required state and local meetings.

Other responsibilities:

- a. Recruit, enroll, and monitor student attendance for the program
- b. Organize Honors Day Program.
- c. Coordinate various auxiliary aspects of the program (i.e. volunteers, aides, child care, etc.).
- d. Assist with special instructional needs of students through one to one or small group support.
- e. Other duties may be assigned by the superintendent or Director of Instruction.
- f. The ABE Coordinator will also serve as the Literacy Coordinator with the following responsibilities:
 1. Recruiting volunteers.
 2. Train volunteers.
 3. Maintain the program needs for supplies and space.
 4. Keep direct contact with various volunteer sites and work toward solving problems within the program.

SUPERVISORY RESPONSIBILITIES:

Directly supervises classroom teachers and support staff within the OSS/AHS/GED programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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.

EDUCATION and/or EXPERIENCE:

Valid State of Indiana Teaching License. Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

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

REASONING ABILITY:

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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

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 usually moderate.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve month year. Length of year and salary to be determined by the Board.

EVALUATION:

There will be an evaluation of the employee's performance after the first thirty days and then on an annual basis.

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