

Red River Parish School Board

Job Description

TITLE: School Coordinator

Qualifications: Must have valid State Teacher Certification
Five (5) years of successful professional experience, three (3) of which shall have been in the previous five (5) years
Must have nine (9) or more hours of graduate credit

Superordinate: Principal
Superintendent or Designee

Performance Responsibilities

1. To assist in the development as indicated by state accountability and assessment of a planned program of instructional based on the assessed needs, interests, and abilities of the students.
2. To work with the school administration in determining the effectiveness of the school program.
3. Assists in securing appropriate materials to carry out the school program and encourage utilization of these materials
4. To serve as liaison between the faculty and administration.
5. To serve as a resource in the professional growth of the faculty.
6. Develops and implements a professional growth plan as required by Bulletin 1525.
7. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature Date

Immediate Supervisor

Date

Terms of Employment: 10 Months