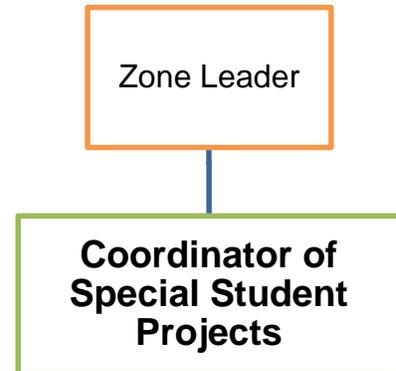


COORDINATOR OF SPECIAL STUDENT PROJECTS

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| Job Title: | Coordinator of Special Student Projects |
| Initial: | January 25, 2017 |
| Revised: | |
| Work Year: | 220 Days |
| Office: | Education |
| Department: | iConnect Zone |
| Reports To: | iConnect Zone Leader |
| FLSA Status: | Exempt |
| Pay Range: | Administrative Salary Schedule - Coordinator |

Related Organization Chart



SUMMARY: The Coordinator of Special Student Projects is responsible for planning, directing and coordinating comprehensive services for students engaged in activities associated with key district partners. This includes but is not limited to students participating in elite level athletics and student groups with various unique talents. The Coordinator will provide a high-quality robust educational structure as part of the overall effort to foster students’ success. The Coordinator serves as a key contributor in identifying and implementing services to meet the needs of students requiring a non-traditional educational pathway to work in conjunction with his or her unique training and competitive schedule.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Identify and establish partnerships with key organizations at which students are training, competing, and/or performing and require a robust academic program that promotes completion of academic course work, graduation and or concurrent enrollment requirements, and post-secondary workforce readiness.
- Plan, direct and coordinate a comprehensive and robust academic plan for students participating with identified partner groups.
- Organize, monitor and assist all aspects of support services for partner groups in accordance with district policies and guidelines.
- Serve as academic coordinator, educator and mentor while monitoring students’ academic performance and progress.
- Collaborate with partner groups’ governing bodies to ensure academic goals are established and met.
- Communicate students’ needs, academic progress, and attendance with key stakeholders.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Organize, schedule, and supervise individual and group study sessions for student groups as needed.
 - Assist the recruiting process by meeting with prospective students, groups and parents during the recruiting process through virtual presentations or in person.
 - Reports on student and program performance to key stakeholders.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities:

- Assist in supporting technical and technological needs associated with students engaging in online content.
- This position has no supervision responsibilities at this time.

Budget Responsibility:

- Programmatic budget oversight and accountability

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree plus additional coursework required for certification or licensure.

Experience:

- Three (3) or more years of teaching and three (3) or more years of building/district-level administrative experience preferred.
- Experience working within or in association of high performance training organizations.

Knowledge Skills & Abilities:

- Team building skills
- Effective, positive human relations abilities in working with all stakeholders
- Strategic and systems thinking ability
- Small and large-group facilitation with excellent interpersonal and coaching skills
- Exemplary oral and written communication
- Strong knowledge of the use of data for school/program improvement planning
- Sophisticated conflict resolution and mediation skills
- Collaboration, both in working on teams and leading teams
- Ability to provide exemplary professional learning opportunities for principals and teachers using research-based instructional strategies
- Modeling and nurturing life-long learning in education and leadership
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado Department of Education Principal or Administrator License

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee is occasionally traveling between school and program locations. While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.