

Learning Center - Coordinator

Job Title: Learning Center - Coordinator
Department: Administration
Reports to: Building Principals
Classification: Exempt
Category: Professional Staff

Summary

The coordinator is responsible for student supervision and student discipline and, under the supervision of building principals the daily operation of the Learning Center.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Serve as the Coordinator of the Learning Center.
- Exercise day-to-day authority and supervision over the operation of the Learning Center in consult with building principals.
- Provide leadership in program improvement including staff development, curriculum development, and behavioral intervention.
- Collaborate with Learning Center staff and cooperative district staff regarding Learning Center students, including attendance at Learning Center staff meetings.
- Provide support and assistance to Learning Center staff.
- Provide leadership for various school/community activities.
- Function as a liaison for the school to a variety of external agencies.
- Communicate with parents, faculty and students as needed to advance the goals for the Learning Center program.
- Secure substitute teachers.
- Order and maintain inventory of supplies and equipment for the Learning Center.
- Assist in upholding district policies and procedures through teaching, conferencing and disciplining students attending the Learning Center.
- Supervise and assist with attendance/truancy issues at the Learning Center.
- Coordinate safety plans and drills for the Learning Center.
- Schedule the Learning Center programs.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Has supervisory authority over all Learning Center staff.

Qualifications

Education - Masters degree or higher in educational administration or degree in progress.
Certificates, Licenses, Registrations – Valid Missouri scertificate or professional license in the appropriate grade levels.

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Skills and Abilities

Language

An individual who holds this position must have the ability to:
Present information to staff members.
Respond to common questions and complaints.
Interview students and staff.
Read, analyze and interpret professional journals, Board policy, administrative procedures, government memos and statutes.
Write staff memos and ordinary business correspondence.
Keep information confidential when required by law, policy or a particular situation.

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

An individual who holds this position must have:
Basic computer word processing, spreadsheet and research skills.
An ability to access and create reports using the district's student information software.

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 essential functions.

An individual who holds this position is frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, sit for up to an hour at a time and supervise bus loading and unloading areas.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment; however the individual who holds this position will regularly be required to be outside in temperatures below freezing and above 100 degrees.

An individual who holds this position is frequently required to work irregular or extended hours.