

# Coordinator of Character Education

## Job Description

### Qualifications:

1. West Virginia Teacher Certification.
2. Member of Ravenswood area school staff.
3. Knowledgeable of school law and state policies concerning Character Education.
4. Ability to communicate effectively with school personnel, parents, students and community.
5. Ability to work cooperatively with school personnel.

Immediate Supervisor: Pam Yeargo, Principal, Henry J. Kaiser Elementary School or her designee.

### Duties and Responsibilities:

1. For each year of the grant, identify and coordinate activities as outlined in the Character Education Grant (CEG).
2. Oversee the implementation of the CEG.
3. Disseminate information concerning the activities to Ravenswood area schools.
4. Maintain records of activities held throughout each year.
5. Prepare evaluation documentation of activities and report findings to the immediate supervisor at mid-year and at the end of the school year.
6. Work cooperatively with school personnel.
7. Perform other job-related duties as assigned by the immediate supervisor.

Jackson County Board of Education  
Date