

Energy Express Site Coordinator

Job Description

Qualifications:

1. Qualifications as outlined in West Virginia Code 18A-4-7a.
2. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel.
3. Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Exhibits knowledge of the duties and responsibilities of the site coordinator and the ability to perform the duties and responsibilities as demonstrated in the personal interview.
5. Ability to communicate effectively with students, school personnel, and parents.
6. Educational philosophy compatible with the Jackson County Board of Education philosophy.
7. Ability to work cooperatively with others.
8. High academic achievement in college education program.
9. Ability to motivate students and get them excited about learning.

Immediate Supervisor: Director of Federal Programs

Duties and Responsibilities:

1. Coordinate the Energy Express Program.
2. Supervise mentors and students.
3. Complete required records and reports.
4. Conduct training and planning with mentors.
5. Implement the Energy Express Curriculum.
6. Disseminate information about the program.
7. Select and enroll participants.
8. Foster a climate conducive to learning.
9. Utilize instructional management systems which increase student learning and maximizes time on task.
10. Monitor student progress towards achieving objectives and goals of the program.
11. Maintain professional work habits.
12. Promote and maintain positive pupil-teacher-parent relationships.
13. Perform other job related duties as assigned by the Director of Federal Programs.

Jackson County Board of Education
Reference: Policy 5311