

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position:	New Visions Program Coordinator
Supervisor:	High School Principal
General Job Description:	The Coordinator/Administrator will assist the principal in promoting the educational development of each student by the use of leadership, supervisory, and administrative skills in coordinating the New Visions Program.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Uses supervision, staff development and performance evaluation to improve the educational program. To do this, the coordinator follows procedures consistent with the state and local Cooperative Professional Development Plan.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Supervise the coordination of the instruction program in the New Visions Program.

Additional Duties and Responsibilities:

1. Assist in developing school standards.
2. Be responsible for pupil behavior on the campus, handling cases up to and including recommendation for suspension or expulsion.
3. Hold parent conferences regarding pupil discipline.
4. Develop liaison with county social agencies in assisting the student.
5. Maintain and supervise pupil records.
6. Assign and supervise lunch and bus duty.
7. Maintain the equipment, supplies, and machines necessary for the function of the school.
8. Maintain inventory of textbooks, supplies, equipment, forms, etc.
9. Provide information and facilitate guidance activities for students, staff, and parents.
10. Work cooperatively with the Head Counselor, SAT's, and school personnel in the referral and follow-up of identified students in the New Visions Program.
11. Keep records current and updated.
12. Make home visits when needed and appropriate.
13. Complete required reports and communications throughout the year.
14. Participate in the hiring of new staff members.
15. Enhance public relations with community members, parents, staff and students.
16. Form and meet with or appoint individuals to meet with all committees (SAT, PAC, etc.) in a consistent and timely manner.
17. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
18. Coordinate master schedule with the principal.
19. Provide oversight and coordination of the work experience program.
20. Perform any other duties assigned by the principal.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.