

JOB DESCRIPTION

- Position:** SPCCA On-Site Coordinator (Full-Time)
- Responsible to whom:** Chief Executive Officer of SPCCA
- Minimum Qualifications:** Bachelor's Degree in Related Fields
- Preferred Qualifications:** Experience with community, business, and industry entities
Successful administrative experience

Description of Duties:

1. Demonstrate a willingness to make decisions which are best for the overall program
2. Ensure proper communication and articulation between and among the schools
3. Ensure that reports and proposals are accurate, complete and objective
4. Coordinate the work of the staff as it interfaces with students and community
5. Provide service beyond minimum expectations
6. Identify and request resource services from appropriate Central Office personnel
7. Show a willingness to share professional views with other administrators
8. Assist teachers with instructional strategies
9. Evaluate and actively support the development of a quality instructional environment
10. Support SPCCA policies, goals, and objectives
11. Work cooperatively within the SPCCA organization structure
12. Provide for two-way communication and staff interaction
13. Disseminate information appropriately to staff and schools either in written or verbal form
14. Recognize the importance of and promote good public relations
15. Plan effective school-based staff development experiences
16. Promote participation in staff development
17. Be punctual and complete tasks on time
18. Be neat in appearance and dress appropriately
19. Hold self-accountable for performance
20. Handle confidential information appropriately
21. Work enthusiastically toward achieving administrative goals and objectives
22. Perform other duties as assigned by the Chief Executive Officer