**Coordinator of Special Projects, Health, PE, and Wellness (Title II)**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Instructional Services

**Dept/Campus:** Instructional Services  **Paygrade:** P-4

**Wage/Hour Status:** Exempt **Date Revised:** December 2016

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Responsible for the development of training and curriculum for Arts, Health and Wellness; and the planning, compliance and systems of summer school programs. Coordinate master’s program, after school tutorials and district travel. Assist with the 504 program and compliance. Work involves coordinating the involvement of faculty and staff in planning, implementing, and evaluating these areas.

Funded by Title IIA with the primary purpose of supporting grant activities aimed at lowering class sizes to provide a more conducive learning environment.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree (Master’s preferred) in information technology or curriculum and instruction with an emphasis in technology

**Special Knowledge/Skills:**

Strong organizational, communication, and interpersonal skills

Ability to maintain a calm and patient demeanor with faculty and staff

Ability to maintain budgets and cost analysis

Strong focus on customer service

Broad knowledge of computer hardware/software applications

Knowledge of technologies available for use in instructional settings

Demonstrated success as a trainer/teacher of instructional technology tools

**Experience:**

Two or more years experience in leadership role with curriculum and instruction

Three years working with computer hardware and instructional software applications, preferable in an educational setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Work positively with others to support and expand collaborative endeavors.
2. Assist with facility arrangements and equipment use for workshops.
3. Coordinate the planning and operation of summer programs, including summer school and student summer camps.
4. Manage budgets for student tutorials, summer programs and master’s program.
5. Contribute to cooperative planning efforts to achieve District professional development goals.
6. Manage all aspects of TISD master’s program, including serving as a liaison between TISD and Texas A&M University-Texarkana.
7. Maintain professional development records for faculty and staff and inform campus administrators of campus professional development participation.
8. Compile, maintain and file all report, records and other documents required.
9. Coordinate the development and revision of district curriculum documents for fine arts and health and wellness.
10. Serve as a resource for faculty and staff for seeking to expand professional growth.
11. Assist in providing professional development for fine arts and health and wellness that will meet district curriculum and instructional goals, including the 4-district Kennedy Center Partnership.
12. Develop professional development options and improvement plans to ensure best operation of program.
13. Responsible for the School Health Advisory Council and ensuring that all requirements for district compliance is followed.
14. Coordinate all formative and summative program evaluations for the district.
15. Assist in the management and coordination of the 504 program, including professional development for staff.
16. Coordinate district travel for professional development needs.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date