

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Saratoga Program Coordinator

Classification: Certificated – Non-supervisory

Reports to: Assistant Superintendent of Elementary Education

PURPOSE STATEMENT

The Saratoga program coordinator is responsible for the onsite organization and implementation of the program in cooperation with the program administrator. This individual attends to management and organizational details of the program as well as developing a positive working relationship with parents and students in the program. Communication about the potential benefits of the program to interested parties is also an important role of the lead teacher.

ESSENTIAL FUNCTIONS

- Empowers home-schooling parents and demonstrates an open and honest relationships.
- Facilitates dialogue about parent’s vision for the school using innovative approaches.
- Focuses on non-traditional methods of teaching, assessment, and encouragement.
- Implements an organizational structure that facilitates open, formal and informal communication among students, staff, parents, and administrators.
- Applies board policies and administrative regulations, laws, contracts, and financial accountability consistently.
- Develops and facilitates a team to address learning improvement goals for the program.
- Actively communicates the school’s core mission and educational program to the community.
- Works collaboratively with other schools in the district to identify parents who might be interested in a parent-partnership program for their student’s education.
- Makes recommendations for program staffing and all other issues related the Parent-Partner program.
- Uses clear, proactive communication.
- Creates and implements the required student learning plans.
- Keeps abreast of developments in alternative programs and determines the appropriateness for inclusion in the district program.
- Interacts in a positive manner with staff, students, parents, and the public.
- Promotes good public relations by personal appearance, attitude, and conversation
- Assess the needs of the programs and report needs to the program administrator.

OTHER FUNCTIONS

- Provides for professional development needs of parents as appropriate.
- Recommends needed changes in policy appropriate to assigned area.
- Reports progress to the Board, the administrative team, staff, and the public as required.
- Attends Board meetings at the request of the superintendent or his/her supervisor.
- Orders supplies and necessary materials that promote student learning and support the learning goals of the program.
- Interacts positively with others

- Other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills required to successfully perform the duties of this position include:

- Strong verbal and written communication skills
- Non-traditional instructional approaches that are effective with the program population
- Strong fiscal management skills
- Effective and active listening skills
- Organizational and problem-solving skills

Knowledge of the following are required to successfully perform the duties of this position:

- Non-traditional methods of teaching and assessment
- Lifelong Guidelines and Lifeskills or ability to learn and apply
- Laws that guide alternative learning educational programs

Ability to:

- Support the parent-partner program philosophy
- Empower parents and demonstrate open, honest relationships
- Encourage and facilitate the parents' vision
- Participate effectively in shared decision-making
- Direct and delegate responsibilities as appropriate
- Communicate ideas and directives clearly and effectively using multiple communication modes
- Facilitate the successful implementation of the state standards in teaching and learning
- Work effectively with the District team.

Working Environment

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 50% sitting, 10% walking, and 40% standing. The job is performed primarily indoors under minimal temperature variations with potential, though limited, exposure to bodily fluids.

Experience A minimum of 5 years successful teaching experience preferred.

Education Bachelors Degree required.
Highly qualified in at least one required content area and the ability to become highly qualified in all content areas for which you are responsible.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

None

Certificates

Valid Washington State Teaching Certificate

Continuing Ed./Training

As required by law

Clearances

Fingerprint/Background Clearance

FLSA Status:

Exempt

Approved:

Salary Range: Based on Washington State

LEAP Schedule and SCEA Bargaining

Agreement

Classification History:

Developed: 7/07

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.