



Longview Independent School District

JOB DESCRIPTION

COORDINATOR OF MASTER SCHEDULING/TESTING AND DATA COLLECTION

JOB TITLE:	Coordinator of Master Scheduling/Testing and Data Collection	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 1

PRIMARY PURPOSE:

Overlook and supervise students assigned to in-school suspension (ISS) for disciplinary reasons; maintain a highly standard and orderly environment

QUALIFICATIONS:

Education/Certification:

Bachelor's degree of education from an accredited college or university
Master's degree of administration
Licensed bachelor's degree, social workers

Special Knowledge/Skills:

Ability to work well with children with special needs, within a school setting, preferred
Ability to follow verbal and written instructions
Knowledge of general office equipment

Experience:

Two years of experience working with children, educational environment, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in assignment in the scheduling of teachers
2. Uphold and enforce school rules, administrative regulations, and state and local board policy
3. Work collaboratively with staff for improvement



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Conduct instructional exercise assigned by the teacher; work with individual students or large groups at the secondary level
5. Assist in curriculum instruction
6. Assist administration with teacher observation
7. Provide organizational structure to encourage staff input
8. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
9. Consult classroom teachers regarding student assignments
10. Supervise students assigned to ISS during lunch and bathroom breaks
11. Participate in staff development training programs, faculty meetings, and special events, as needed
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Ability to reach logical conclusions
- Ability to plan, schedule, and direct work of others
- Ability to recognize when a decision is required
- Act efficiently and effectively
- Ability to direct and influence the actions of others
- Ability to perform under pressure



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SUPERVISORY RESPONSIBILITIES: (continued)

- Ability to perceive needs, concerns, and personal problems of others and skills in resolving conflicts with tact and tolerance with people of different backgrounds
- Ability to communicate orally and in written form
- Have a range of interests educationally and be ethical

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Professional Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013