



# Longview Independent School District

## JOB DESCRIPTION COORDINATOR OF HIGH SCHOOL STUDENT ACTIVITIES

<b>JOB TITLE:</b>	Coordinator of High School Student Activities	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Assigned Campus and Level	<b>PAY GRADE:</b>	Administrative 1

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### PRIMARY PURPOSE:

Assist the school principal in overall administration of instructional program and campus level operations; coordinate assigned student activities and services

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate

#### Special Knowledge/Skills:

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations

#### Experience:

Three years experience as a classroom teacher

### MAJOR RESPONSIBILITIES AND DUTIES:

#### School/Organizational Climate

1. Promote a positive, caring climate for learning
2. Deal sensitively and fairly with persons from diverse cultural backgrounds
3. Communicate effectively with students and staff



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **School/Organizational Improvement**

4. Participate in development of campus improvement plans with staff, parents, and community members
5. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
6. Assist with calendar development for the high school

#### **Administration and Fiscal/Facilities Management**

7. Monitor all absences and tardiness
8. Improve student attendance (incentives, etc.) and tardies
9. Supervise reporting and monitoring of student attendance through campus student service center
10. Assist assistant principals with all security procedures
11. Participate in the assistant principal duty rotation schedule for the high school

#### **Student Management**

12. Assist the assistant principals with student supervision
13. Make home visits
14. Ensure that students are adequately supervised during non-instructional periods
15. Help to develop a student discipline management system that results in positive student behavior
16. Ensure that school rules are uniformly observed and that the student discipline is appropriate and equitable
17. Assist with conferences on student and school issues with parents, students, and teachers



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Professional Growth and Development**

18. Participate in professional development to improve skills related to job assignment

#### **School/Community Relations**

19. Articulate the school's mission to community and solicit its support in realizing mission
20. Demonstrate awareness of school-community needs and initiate activities to meet those needs
21. Use appropriate and effective techniques to encourage community and parent involvement

#### **Other**

22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. 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)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Share supervisory responsibility for students with school principal and assistant principals

### **EQUIPMENT USED:**

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



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### 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

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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: July, 2009