

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATOR OF SPECIAL PROGRAMS

POSITION: Coordinator of Special Programs

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- As the school system's coordinator of special programs this position provides opportunities for students to grow and develop beyond what the regular school day offers, including summer extension. The focus of student programs includes those with targeted goals to close achievement gaps among student groups including low income, first-generation college, minority, and students who need extra time or support;
- Finding opportunities, planning and writing grant proposals for student programs, including those focused on At-Risk Students / Closing the Achievement Gap;
- Start up, supervision, program management, evaluation, reporting to funding agency, public relations and fiscal management of each funded program;
- Facilitating business and community partnerships to promote student-centered programs;
- Supervise various programs including the FLOW Mentoring Program, after school and summer intervention/support programs, and college access programs;
- Maintain and support the partnership with the Business, Education and Community Alliance (BECA);
- Works directly and collaboratively with the various school employees and community;
- Demonstrates professional leadership and collaboration in all contacts with system personnel and the public;
- Projects a positive image of the school system to the school community and the public;
- Maintains integrity and confidentiality; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Have minimum of five years of school administrative or executive leadership experience;
- Must possess a bachelor's degree (master's preferred);
- Must possess administrator certificate;
- Demonstrate the ability to relate well to students, teachers, parents, and community members;
- Demonstrate exemplary organization, management and technology skills;
- Ability to project a positive image to the public; and
- Demonstrate the ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA