

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COORDINATOR OF OGT CORE CURRICULUM TUTORING
& COMMUNITY PUBLIC RELATIONS PROGRAMS** **File 318**

Reports to: Director of Educational Services and Superintendent

Job Objectives: Coordinates program to provide core curriculum instruction for assigned students. Helps students manage behavior and identify appropriate academic goals to prepare for the Ohio Graduation Test.

- Assists OGT Core Curriculum teachers and tutors to identify instructional strategies that will increase student success on the Ohio Graduation Test.

Note: The OGT Core Curriculum includes - Writing, Reading, Mathematics, Citizenship, and Science

- Coordinates the district's internal and external communications. Promotes an understanding of district's programs, services, and goals. Keeps the superintendent informed about emerging issues.

**Minimum
Qualifications:**

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Knowledge of educational software suitable for remedial instruction.
- Commitment to keeping current with advances in instructional technologies.
- Demonstrated skills in graphic arts, photography, and a variety of writing styles.
- Proficient in spelling, proofreading, and the correct use of grammar.
- Proficient in the use of desktop publishing software.

**Responsibilities
and Essential
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Keeps current with 7-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Coordinates staff development programs related to Ohio Graduation Test and the improvement of instruction as directed.
- Consults with the Core Curriculum Tutors and Core Curriculum Teachers to clarify instructional objectives.
- Assists with the collection, organization, and preparation of teaching material and lesson plans for assigned students.
- Coordinates the preparation of the assigned instructional area. Requisitions books, program supplies, and equipment. Promotes the proper use and care of school property.
- Coordinates the scheduling of the assigned students.
- Directs the delivery and continuous improvement of public relations program.
- Maintains open and effective communications with staff, parents, and the

community.

- Coordinates the preparation of district publications. Ensures that communication materials are accurate and appropriate. Provides the superintendent an opportunity to review materials before publication/distribution.
- Prepares the district's annual report.
- Coordinates the planning, production, and distribution of the district New Times Special Editions.
- Coordinates the district website.
- Reviews building level communications, as requested.
- Assists with the development of district wide communications, as requested.
- Coordinates and/or takes photographs of school events.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participation in conferences, open houses, and other school events may be required.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the superintendent: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.

- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.

- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School district Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variable, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.