

PEORIA PUBLIC SCHOOL DISTRICT 150 Job Description

POSITION TITLE: Site Coordinator

DEPARTMENT: Innovations and Grant Dept./Full Service Community Schools Grant

REPORTS TO: Project Director and Innovation Officer

SUPERVISES: All program staff

POSITION GOAL: Oversees all academics, operations, schedules and staff for improved academic and social emotional well-being of students and community.

PERFORMANCE RESPONSIBILITIES:

- Uses the arts (drama, dance, music, visual arts) to enhance student learning in core subject areas and in alignment with state learning standards
- Communicates with district personnel to understand shared goals that ultimately enhance student learning
- Supervises group leaders and manages small group schedules
- Maintains a learning environment that is welcoming and positive
- Establishes with parents and staff behavioral expectations of students
- Maintains accurate attendance and student home contact information — provides reports as necessary
- Collects all required data
- Monitors transportation of students
- Selects appropriate materials and supplies for planned activities
- Assists with the application and registration process
- Communicates weekly with project director, innovation officer, principals and other program staff
- Maintains calendar of program activities
- Assigns students to appropriate grade level groups
- Attends professional development as required
- Supports student groups during the day
- Observes and gives feedback

KNOWLEDGE AND CRITICAL SKILLS: Knowledge of arts and arts integration. Embraces the philosophy of shared leadership. (Cleared by DCFS)

EXPERIENCE: Must have an associate's degree, teacher certification is preferred. Experience in working with students, teachers and community partners. Skills in scheduling and coordination of activities.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT: 11 months, Full time (at will employee up to one 11 month period)

EVALUATION: Program Director, Principals, and Innovation Officer

SALARY RANGE: \$32,000 + benefits