



Elementary Education Coordinator

Job Description

Pending Board Approval

Department:	General Education
Reports To:	Elementary Principal
FLSA Status:	Exempt
School Classification:	Certificated
Pay Range:	Certificated Management Salary Schedule
Work Schedule:	12 Months
Location:	Remote Office

Job Summary: *The Education Coordinator will report to and proactively ensure the success of the education department. The employee will directly support teachers, parents, and students in successfully and confidently navigating the-Elementary program. The Coordinator will advocate for the needs of students, and support the department based on school and district data.*

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Employer Requirements:

- Bachelor's Degree
- Two (2) years directly related experience is preferred.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.

State Requirements:

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Administrative Duties:

- Collaborates with the Education department and applicable leadership teams on the daily operations of the school, school policy, and expectations.
- Assists Elementary Principal with PAC, School Site Councils and LCAP needs.
- Participates in the WASC accreditation and re-accreditation process; prepares and contributes to

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- report(s); provides data relevant to the department.
- Collaborates with the Education department in planning and executing focused staff development to align with the school's mission, vision, and core values.
 - Collaborates with the Education Department on training videos, professional development presentations, and webinars.
 - Updates monthly Elementary scoreboard data for participating authorized districts.
 - Collaborates with the leadership team to address staffing needs and participates in applicable recruitment, selection, onboarding and training of Education Department staff.
 - Collaborates with the Education Department in creating and reviewing surveys to help formulate the vision and needs of the school.
 - Collaborates with the Education Department to support parent and staff monthly webinars.
 - Supports at least (1) Elementary field trip and community event (i.e. via clubs, field trips, community service). Attends professional development training as needed related to the job duties.
 - Follow-up with monthly compliance check-ins with Regional Leaders. Assists Principal in monitoring online student academic progress..
 - Assists in the research and development of Elementary curriculums, programs, and interventions.
 - Assists the Principal in onboarding potential CCPs.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Issues PINs for elementary students and collaborates with the ToR to address solutions for improvement.
- Schedules and leads PIN #2 AIM meetings.
- Provides strategies for student improvement and shares an action plan via email with all participating parties.
- Advises Principal when PIN #3 is issued and a Notice of Involuntary Withdrawal is needed.
- Assist the Principal in developing quality educational programs.
- Contributes to training manuals, handbooks, menus and shared drive documents to inform on course options, policies and procedures.
- Collaborates with the Education Department on training videos, professional development presentations, and webinars.
- Assists Principal in preparing courses and curriculum options to be placed in the student information system.
- Sends Excel Academy monthly Newsletter and retrieves all pertinent information from school wide departments.
- Works with the office staff to provide responses to elementary related inquiries.
- Assists the Principal in onboarding potential CCPs.

Oversight:



- Coordinates with the Education Department on the implementation of policies and procedures that align with school-wide goals.
- Assists the Principal with managing the student and teacher attendance for Eagle Engagement supporting ToRs as needed.
- Issues Eagle Engagement re-engagement letters.
- Approves curriculum content upon request.

Other Duties:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school’s management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Represent the school at community events.
- Supports testing sites as needed during the testing season
- Attend professional development

Abilities:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

Physical and Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:



The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature Printed Name Date