

EMPLOYEE NAME: _____

Created: 2/26

JOB DESCRIPTION

POSITION TITLE: Program Coordinator, Cobb Innovation & Technology Academy	JOB CODE: 615E
DIVISION: Academic/Teaching and Learning/Leadership	SALARY SCHEDULE: Assistant Principal
DEPARTMENT: Teaching and Learning/Leadership	WORKDAYS: 204
REPORTS TO: Executive Director of Cobb Innovation & Technology Academy	PAY GRADE: CAH (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: The Program Coordinator at the Cobb Innovation & Technology Academy provides leadership and support for the program.	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership and Certification in counseling or CTAE-related field preferred.
3.	Experience: Minimum three years of successful experience in teaching, counseling, or leadership; Leadership experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Excellent project management skills as well as leadership, organizational, written, oral and interpersonal skills; computer competency; knowledge of CTAE.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in the screening and selecting of new CITA personnel.
3.	Assists personnel new to the program and acts as a resource to teachers as to training opportunities and materials.
4.	Assists the Executive Director with recruitment and annual business meetings.
5.	Plans, reviews, and monitors annual program budget with the Executive Director.
6.	Follows up and supports administrative actions for improving personnel performance.
7.	Attends local school meetings and district magnet meetings as instructed by leadership.
8.	Institutes and implements program of public relations with parents, community and other schools.
9.	Conducts teacher assessments as directed.
10.	Coordinates all program correspondence and constructs annual calendar with Executive Director.
11.	Maintains a current understanding of CTAE pathways offered at CITA.
12.	Assists with the coordination of business outreach events.
13.	Supervises Career Academy registration, scheduling, student orientation, student activities, assemblies, and other activities; assists in organizing student activities.
14.	Assists the Executive Director with plans for educational improvement.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____