

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Learning Choices Coordinator

Reports to: Director, Organizational Development

POSITION SUMMARY

Coordinate the Douglas County School District Learning Choices Program: Home School, Home Bound, Charter Schools, On-Line/Distant Learning, Open Enrollment.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 45% Evaluate and counsel parents' requests for alternative learning choices, including coordination of accredited Learning Choices Programs with District administrators, faculty, and staff, ensuring acceptance of credits for transfer or dual enrollment options. Will also interface with healthcare providers to determine eligibility for home bound learning requests.
- D 5% Approve and monitor curriculum and instructional plans for students entering Learning Choices Program, ensuring compliance with local, state, and federal laws on public education. Coordinate placement of Highly Qualified teachers for home bound learners.
- W 5% Train site registrars on registration requirements for Learning Choices Program students, and update/monitor enrollment status of students to avoid truancy proceedings.
- A 10% Coordinates/administers mandated assessments for students: identify appropriate assessments, register students, ordering tests, arranging logistics, analyzing test scores for compliance, follow-up with parents for non-compliant results and developing compliance plan of action, and maintain records of assessment results.
- D 5% Enter and monitors enrollment data to ensure accurate Count Day numbers; initiate truancy proceedings if necessary for non-responders. Mail re-registration.
- W 5% Monitors, adjusts, balances Learning Choices Program budget.
- W 5% Negotiates/updates contracts with curriculum vendors (including on-line software vendors) and Charter schools. Reviews new Charter applications for compliance with District Learning Choices Program. Reviews vendor-sponsored curriculum for acceptability.
- W 10% Collaborates with Learning Choices Program stakeholders regarding legal proceedings, facilities usage, human resource allocation, policy development, reports dissemination.
- W 5% Facilitates annual Leadership Douglas County school choice panel discussion.

W 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Education, or related field of study, or equivalent experience and training.

MINIMUM EXPERIENCE

One year experience in contracted teaching position.

One year experience in curriculum evaluation and standardized assessments.

SKILL REQUIREMENTS

Basic Accounting skills.

Knowledge of Home-based Education Act

Problem solving, organizational, & analytical skills.

Excellent verbal and written communication skills

GENERAL EXPECTATIONS

Has a customer-service orientation and attitude.

Able to work under high stress conditions, including frequent emergency information service requests requiring over time commitments.

Able to keep current with evolving technologies applicable to business & a K-12 school environment.

Able to work cooperatively with administrators and co-workers, as well as independently.

Able to understand and follow complex oral and written instructions.

Able to effectively communicate with the school district community.

Maintain a generally positive attitude.

Observe all District policies and procedures.

LICENSES OR CERTIFICATION – Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting of 10 -20 pounds.

Occasional bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – None.

WAGE SCHEDULE – Range 2

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.