



NEW:
07/12/2004

JOB TITLE:	COORDINATOR IV
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II/IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4245
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a major project, program or activity routinely affecting major departments or the district as a whole; involves technical or involved decisions on constantly changing problems which usually affect the entire district with major long-term impact; contact with other units, departments and outside agencies require tact and exercise of discretion on significant matters; work evaluated on basis of results.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned.

Develops, establishes or administers project, program or activity.

Serves as liaison with other units, departments or outside agencies as required.

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.

Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.

Prepares and/or assists in preparation or reports, records and other documentation as required.

Accumulates and researches data, documents and other pertinent information as required.

Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.

Prepares, delivers or assists with training opportunities as appropriate.

Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years successful experience in area of assignment

Successful leadership experience

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision