



Longview Independent School District

JOB DESCRIPTION

COORDINATOR OF POLICY AND NEW SCHOOLS

JOB TITLE:	Coordinator of Policy and New Schools	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of School Success	TERMS:	226 Days
DEPARTMENT:	Innovation Office	PAY GRADE:	Professional 4

PRIMARY PURPOSE:

The Coordinator of Policy & New Schools will support the Director of School Success in providing partner and district staff with the training, support, and policy guidance necessary to promote strong compliance and performance by partner schools.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree

Special Knowledge/Skills:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of charter schools and charter school authorizing
- Thorough knowledge of state and local accountability systems
- Thorough knowledge of TEA policies and procedures related to System of Great Schools
- Ability to analyze law and policy and develop clear, succinct guidance documents
- Strong communication, public relations, and interpersonal skills

Experience:

Minimum of two years of experience working within a school district or state department of education



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide ad hoc support to the Director of School Success to ensure timely and effective communication between the district and its partner schools
2. Stay abreast of all relevant policy and legal developments in the State of Texas – especially those related to SB 1882 and System of Great Schools – and develop clear and accessible summary documents for the benefit of partner schools and district staff
3. At the direction of the Director of School Success, provide policy guidance on an ad hoc basis to district staff and partner schools
4. At the direction of the Director of School Success, conduct policy research and analysis including engagement with TEA staff as necessary
5. Support the Director of School Success in developing and implementing annual training and orientation protocols for school partners
6. Support the Director of School Success in developing and managing an ongoing Call for Quality Schools process
7. Support the Director of School Success in providing the Chief Innovation Office with regular and comprehensive updates regarding the progress of school partners relative to the performance contract expectations
8. Support the Director of School Success in resolving all school partner related complaints or other issues and coordinate investigations as necessary
9. Provide training as appropriate for district employees as well as operating partners
10. Participate in professional development activities to maintain current knowledge of regulations
11. Occasionally perform work beyond a standard 40-hour work week when work-load requires
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Provide appropriate supervision as assigned

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED DATE: Sept., 2020