

**TITLE:**                      **SPECIALIST (School Choice)**                      **FLSA: EXEMPT**

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited educational institute.
2. Certification in Educational Leadership or Administration and Supervision preferred.
3. A minimum of three (3) years successful classroom instruction or district experience.
4. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:**                      **Coordinator of Accountability**

<b><u>JOB GOAL:</u></b>	To provide leadership in implementation, planning, and coordination of district school choice options.
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**PERFORMANCE RESPONSIBILITIES:**                      \*Essential Performance Responsibilities

- \* 1. Assist with the implementation and operation of school choice programs: Virtual Learning, Home Education, Controlled Open Enrollment, Family Empowerment Scholarship, and other school choice programs.
- \* 2. Develop and assist with the dissemination of information regarding school choice programs to parents, school board, and community.
- \* 3. Assist with equity reporting.
- \* 4. Monitor compliance of established guidelines for school choice programs.
- \* 5. Collaborate with district curriculum staff to select online curriculum that is aligned with the district academic expectations.
- \* 6. Coordinate the application process for school choice.
- \* 7. Assist in the projecting and reporting of all school choice programs.
- \* 8. Manage all budgets that support school choice programs.
- \* 9. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner and demonstrating respect to other team member's obligations.
- \* 10. Promote, elicit, and enhance the level of community involvement in the areas pertaining to the assistance and understanding of school choice programs.
- \* 11. Coordinate the certification process of home education students for Bright Future Scholarships and sports participation.
- \* 12. Monitor and track students participating in school choice and programs to ensure they are coded according to their school or program.
- \* 13. Work with school staff to ensure accurate coding and placement of students at site based virtual programs.
- \* 14. Increase parent, staff, and community school choice knowledge through fully developed procedures and updated district website as one avenue to provide timely and respectful communication.
- \* 15. Disseminate materials, collect materials, input student assignments and provide information to parents regarding student status in the different choice programs.
- \* 16. Facilitate staffing or meeting for students who may be in need of school choice options.
- \* 17. Post, interview and hire teacher for district's virtual school.
- \* 18. Monitor and track home education student program compliance.
- \* 19. Coordinate the home education program and keep district staff abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- \* 20. Assist with state testing.
- \* 21. Sustain focus and attention to detail.
- \* 22. Perform such other duties as may be assigned by the superintendent or supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee

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must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.