

JOB DESCRIPTION

TITLE: Pupil Appraisal Coordinator

QUALIFICATIONS: Set by State Certification Authorities

GOAL: Coordinate all activities and reports of the Pupil Appraisal Team

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: Superintendent
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: Pupil Appraisal Team
 2. Indirectly: N/A
2. Organizational
 - a. Internal
 1. Continuous contact with evaluation team
 2. Frequent contact with Supervisor of Special Education
 3. Occasional contact with public and private agencies
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact: SDE
 3. Occasional contact: Supporting agencies

B. Functions

1. Planning
 - a. Plan a program of self-improvement and professional growth
 - b. Plan work load for maximum utilization of services
 - c. Organize the procedures for conducting staffing of individual cases
 - d. Plan specialized services offered to schools
2. Implementation
 - a. Coordinate the services and functions of the team in individual evaluations and special services offered
 - b. Assign work load to insure adequate time for team conferences and staffing of cases
 - c. Make arrangements for conferences with school personnel relating to individual cases
 - d. Function in a consultative capacity to school personnel on problems within the scope of the evaluation teams
 - e. Coordinate the preparation of the evaluation reports of individual cases
 - f. Define the nature and extent of a physical or medical examination when appropriate and insure that a full report of the examination is prepared
 - g. Maintain confidentiality of information
 - h. Determine budgetary needs for the position

2. Implementation
 - a. Participate in professional growth activities
 - b. Assist teachers in planning, executing and evaluating instructional activities
 - c. Assist in the administration of in-service programs for school personnel
 - d. Assist in the implementation of the school curricula
 - e. Assist in the implementation of the evaluation program
 - f. Assist teachers in administering diagnostic tools for individual student analysis
 - g. Serve as a resource person for the school staff
 - h. Make recommendations for the improvement of the instructional program
 - i. Perform all other duties as required
3. Control
 - a. Prepare and submit observation reports of the instructional program
 - b. Monitor the instructional program
 - c. Schedule teacher conferences as needed
 - d. Conduct personnel evaluations upon request
 - e. Revise aforementioned procedures under the supervision of the Superintendent

Employee's Signature

Date