



FP Charter

Family • School • Community

P.O. Box 490 • Santa Maria, CA 93456 • (805) 348-3333 • fax (805) 348-3334 • www.fpcharter.org

Advisor/Site Coordinator
Job Description

Summary:

The site coordinator works under the supervision of the Executive Director and Assistant Director. The site coordinator oversees operations in a specific site or geographical area. The Site Coordinator works with the teachers in their assigned area to ensure that the needs of students and families are being addressed. The Site Coordinator establishes a system of local communication and works as a liaison between the teachers, the families, the central office personnel, administration and the Director of Family Partnership Charter School.

Essential Duties and Responsibilities may include but are not limited to the following:

- Serves a liaison to the site or assigned area, Family Partnership Charter School central office, teachers, and the families of the assigned site.
- Attends all-staff meetings
- Schedules and hosts local teacher meetings.
- Ensures and maintains a positive atmosphere and attitude of success at all times
- Reports local information to Family Partnership Charter School central office.
- Oversees the planning and implementation of local events, field trips and enrichment.
- Develops community support systems through regular and consistent communication to the local student's and their parents
- Developing a site budget in collaboration with the Director which includes revenue and expenses related to the operation of the Center.
- Assists in the interview and selection of personnel for site.
- Serves as contact for interested and new enrolling families. Assesses each K- 8 student as outlined in the Charter.
- Coordinates state testing for site
- Serves as a teacher mentor and trains new teachers.
- Administers site-specific emergency plan and procedures pursuant to the site emergency plan in coordination with the Family Partnership Charter School.
- Stays informed on independent study law and on charter school laws policies.

Competencies:

To perform the job successfully, an individual will demonstrate the following competencies:

- Speaks clearly, listens and is able to communicate effectively in a diverse setting.
- Writes clearly and informatively.
- Treats people with respect. Upholds organizational values.
- Has knowledge of charter law and independent study law.
- Contributes to building a positive team spirit. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.
- Approaches others in a tactful manner. Maintains professionalism at all times. Works ethically and with integrity.

Qualifications:

The site Coordinator will have knowledge of processes and procedures of the job of teacher in an independent study charter school. He/She should have experience in or have demonstrated to have the skills necessary in operating a center to which students, teachers and parents come. He/She needs to be able to operate word processing, spreadsheet, email and internet software. The coordinator must be organized and detail oriented, with the ability to work independently and take initiative.

Education and or Experience

Required

- Bachelor's Degree
- Valid Teaching Credential (either K-8 or 9-12)
- Minimum of five years teaching experience

Desirable

- Administrative Master, with eligibility to begin second tier, or an Administrative Services Credential.

Employment Details: 193 days per year.

The site coordinator will maintain a minimum of ten students, with a maximum of twelve students on his/her caseload.

Salary: The site coordinator will be placed on the Family Partnership Charter School Certificated Salary Schedule.