

Administrative Procedure 451

Human Resources

DUTIES AND RESPONSIBILITIES OF COORDINATORS

BACKGROUND

Leadership is a shared responsibility and coordinators are critical members of the school's leadership team.

PROCEDURES

1. Roles and Responsibilities of Coordinators:

- 1.1 A designated coordinator is responsible for:
 - 1.1.1 providing coordination of their area of expertise which will ensure consistency of vision, goals, practices and procedures within their team;
 - 1.1.2 managing resources by developing and monitoring an annual budget and maintaining the department's inventory;
 - 1.1.3 assuming specific duties and responsibilities as assigned by the Principal or Superintendent in congruence with the major focus of the role.

Coordinators will accept their appointment on an annual basis. Appointment or reappointment as a coordinator shall not imply any extension beyond June 30 of the school year for which the appointment is effective.

Cross Reference: AP-440 Leadership Quality Practice Standard
AP-445 Administrator Growth, Supervision and Evaluation
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