

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; and
 - 1.1.4 supervising and evaluating non-certificated staff members working directly within their team.

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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