



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** ALE Assistant Coordinator

**Prepared Date:** 04/15/2022

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### **JOB GOAL:**

To relieve the Coordinator of such impediments as prevents him/her from fulfilling chief responsibilities of promoting the educational well-being of each student in the school, and to demonstrate the capacity to perform the responsibilities of an assistant coordinator.

### **TERMS OF EMPLOYMENT:**

Ten and one-half 10 1/2 month (210 days) contract, Pay 802 Grade 21, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

**FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Master's degree or higher with eligibility for Arkansas certification as a Secondary High School Assistant Principal.
2. At least three (3) years successful experience as a teacher and/or administrator in an urban school district.
3. Knowledge of the District's desegregation plan.
4. Evidence of a strong commitment to quality desegregated education.
5. Knowledge of high school curriculum; of current educational theory and practice; of cultural, socioeconomic, ethnic, and gender differences.
6. The ability to apply this knowledge when working with faculty, students, parents, administrators, community members, and support staff to design school programs and curriculum.
7. Commitment to staff development demonstrated by a willingness to initiate, participate in, monitor, and maintain in-service activities.
8. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
9. Evidence of successful experience with parent and staff involvement in decision making.
10. Evidence of successful experience in dealing with students' problems.
11. Strong interpersonal skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



## Little Rock School District

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1. Assists the Coordinator in the management of his/her school, and serves as an advisor to the Coordinator, Assistant Superintendent-Secondary Schools and Associate Superintendent on matters pertaining to administration and program implementation in that school.
2. Must be available to work flexible hours including nights through 9:00 p.m. Monday through Thursday.
3. Serves on such advisory groups and task forces as assigned by the Coordinator, Assistant Superintendent-Secondary Schools and Associate Superintendent.
4. Assists with the process whereby school-level educational programs needs are identified. Alerts the Coordinator, Assistant Superintendent-Secondary Schools and Associate Superintendent regarding needed logistical and consultative support in order to accomplish this task.
5. Works with staff and patrons to determine educational program priorities and goals for his/her school.
6. Assists in the development of educational programs and the plan for implementing them on the school level.
7. Assumes responsibility for encouraging and involving community, staff and where appropriate, students in decision making about educational program development and implementation at the building level.
8. Assists the Coordinator in developing and conducting aggressive recruitment campaigns.
9. Cooperates in conducting safety inspections and safety drill activities.
10. Works with the Coordinator in the preparation of the student handbook.
11. Assists in the administration of school rules regarding attendance.
12. Assists the Coordinator in the general administration of the school.
13. Assumes responsibility for coordinating custodial, transportation, cafeteria, and other responsibilities.
14. Supervises conduct within the school, and oversees disciplinary action.
15. Requisitions supplies and equipment, conducting inventories, maintain records, and checking on receipts of such materials.
16. Performs such other responsibilities as the principal may assign.



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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.