

## **COORDINATOR, LEADERSHIP**

### **GENERAL RESPONSIBILITIES**

Position is responsible for planning and directing non-athletic student leadership and activities programs, serving as a resource for student leadership training on all levels, and supporting interscholastic programs for Virginia Beach City Public Schools.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and oversee comprehensive non-athletic activity programs.
- Prepare and provide leadership training sessions and resources as requested by school administrators, student activity coordinators, activity advisers and student groups.
- Expand leadership training and programs to serve all students, thereby fostering development of 21<sup>st</sup> century skills.
- Direct the planning, development, and implementation of the Virginia Beach Leadership Workshops; supervise the Leadership Workshop and Summer Conferences Staff
- Serve as adviser to and supervise meetings of: high school City-Wide Student Cooperative Association (SCA), high school City-Wide SCA officers and committees, and Middle School City-Wide SCA Forum.
- Supervise the planning and execution of City-Wide SCA special events such as the annual benefit, the *Official for a Day* program, and various community service learning projects.
- Plan and administer the Elementary SCA Leadership Workshop, including the training of the secondary student staff.
- Participate in the development and supervision of the budget for the Student Activities Office.
- Serve as a resource to advisers of student organizations and student leaders in the individual schools.
- Solicit the involvement of student volunteers/student organizations in collaboration with non-profit agencies and philanthropic organizations requesting assistance.
- Participate in the administration of post-season interscholastic events and activities hosted by the Virginia Beach City Public Schools/Beach District Principals' Association/Virginia Beach Middle School League.
- Participate in the administration of high school graduation ceremonies.
- Appoint/nominate students to various boards/committees/commissions.
- Develop and maintain a library of student leadership resources and materials available to students, activity advisers, and school system employees.
- Represent the Student Activities Office and the school division on various committees, associations, planning councils and work groups of the city and schools, and perform the subsequent tasks/research assigned.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the practices, methods and techniques used in school administration; thorough knowledge of prescribed School Board policies and procedures; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

**EDUCATION AND EXPERIENCE**

Master’s Degree and experience as a classroom teacher and an activity adviser required. Some experience in school level administration is preferred.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

The nature of student activities requires some degree of standing, walking, moving, carrying, bending, lifting, kneeling, reaching, handling, pushing, and pulling and the ability to lift a minimum of 25 pounds or more.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of a valid driver's license;
- Flexibility in supervising evening meetings and activities

FLSA status: Exempt	Description: Rev. 7/10
---------------------	------------------------