



DATE ISSUED: 01/08
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Reading Recovery Grants/Projects

JOB SUMMARY

Performs administrative and supervisory work in the coordination, support and development of Reading Recovery & Descubriendo la Lectura. Areas of responsibility include program development, recruiting, financial management and administration, coordination with school and university systems, center operations, and publications. Work is performed under general supervision with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director or Department Head

Supervises: May supervise Graduate Research Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Develops, implements, reports policies and procedures that guide operation of the program.
- Coordinates communication materials including text and web-based communications across more than 200 school districts.
- Collects and edits data for reports, drafts, or manuscripts.
- Serves as a certification officer in collecting and checking credentials.
- Maintains good public relations.
- Directs and develops technical written materials for processes.
- Provides administrative support.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Anticipates needs of the program and develops recommendations for filling these needs.
- Ensures proper reporting and administration of requirements.

- Provides logistical support for all locations.
- Assists in budget preparation and accurate maintenance of all accounts.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High School diploma or equivalent required. Bachelor's degree preferred in an area generally related to program content or assigned responsibilities.

EXPERIENCE

Three year's experience in a generally related area.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of modern program administration practices, the methods, resources, and standards thereof.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain good working relationships with staff, volunteers, clients, and others.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan and allocate the work load of employees, providing direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to use advanced technology applications.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.