



EMPLOYEE NAME: _____

Created: 7/14; Revised: 11/15; 4/17; 6/18; 8/19; 12/21; 9/22

JOB DESCRIPTION

POSITION TITLE: Performance Management Coordinator	JOB CODE: 473I
DIVISION: Human Resources	SALARY SCHEDULE: Central Office Personnel
DEPARTMENT: Evaluations	WORK DAYS: 208
REPORTS TO: Executive Director, Employee Relations & Evaluations	PAY GRADE: CZ00 (Based on CS15, 16 or 17)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the development, implementation, and monitoring of remediation plans in accordance with district policies and state law; coordinates the collection and use of data for evidence of performance progress for individuals; provides support for principals and district leaders to establish appropriate plans for struggling employees.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate
3.	Experience: 3-5 years School Administration experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient skills in using Microsoft Office; excellent customer service skills; excellent work organization and multi-tasking skills; planning; training; leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Compiles and generates reports related to evaluations, remediation plans, and non-renewal recommendations.
3.	Effectively utilizes the electronic platform and other technological resources to provide timely communication and support for local administration and district leaders.
4.	Coordinates the development and implementation of remediation plans with principals and supervisors for certified and classified employees.
5.	Provides ongoing support for local administrators and district supervisors for expected components of remediation plans.
6.	Develops and maintains database of resources to support remediation activities for use with classified and certified employees.
7.	Gathers and utilizes data for coordination of employment recommendations, state reporting requirements, and internal communications.
8.	Compiles relevant data for non-renewal recommendations and facilitates preliminary review meetings with district representatives and attorneys.
9.	Serves as a liaison between principals/supervisors and other divisions within the district.
10.	Establishes and maintains excellent relationships with local administrators and other district leaders.
11.	Participates in appropriate trainings, meetings, webinars to stay abreast of current educational trends, performance standards, and district expectations.
12.	Provides training relative to evaluations and remediation plans.
13.	Collaborates with the appropriate supervisor to update policies and procedures related to evaluations and remediation plans.

14.	Conducts evaluations, as requested, using the effectiveness system or appropriate evaluation instrument.
15.	Assists and supports the functions of the HR/Evaluations team.
16.	Performs other duties as assigned.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____