



Maury County Public Schools

Job Title	Classroom Coordinator		
Department	Schools		
Certified (Y/N)	N	Work Days/Year	200 days
FLSA Status	Non-Exempt	Hours/Day	7.5
Reports to	Principal	Supervises	

Qualifications:

- High School Diploma or GED
- Must have completed two years (48 credit hours) of study at an institution of higher education or (b) obtained an associate's (or higher) degree: or (c) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist instructing reading, writing, and mathematics.
- Sufficient experience so that with appropriate training, service may be provided in the specific role for which employed

Job Overview: The job of the Classroom Coordinator was established for the purpose(s) of providing support to the classroom when instruction is being provided via live-stream.

Job Functions:

- Assists teachers in classroom or other educational settings; oversees, monitors, or conducts classes during the temporary absence of teachers; assists teachers in setting up and conducting various class activities and projects; works with and assists students during class activities and projects; prepares instructional materials for classroom use; copies materials for use by teachers; sets up and assists with classroom technology; assists in administering tests; assists in evaluating student performance and skill levels; creates bulletin boards, displays, or wall decorations; and assists with cleanup activities.
- Supports livestream teacher by entering attendance in the student management system.
- Enters grades from the live-stream teacher into the student management system.
- Monitors students in cafeteria, auditorium, halls, bus zones, or other common areas in support of live-stream instruction.
- Monitors behavior and activities of students.
- Follows established procedures for ensuring students are safe. Performs clerical tasks in support of teaching activities, office operations, and/or other school functions.
- Communicates with supervisor, employees, other departments, school officials, teachers, students, parents, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends staff meetings, parent meetings, IEP-Team meetings, or other meetings as required. Follows established procedures for ensuring assigned areas are safe.
- Works collaboratively with supervisor, administrators, employees, students, and other stakeholders.
- Attends work regularly and arrives to work in a timely fashion.
- Maintains confidentiality.



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Physical Requirements: This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs.

Physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Environment: Normal work environment

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.