

Quilcene School District #48

Job Description

LAP (Learning Assistance Program) Coordinator

Job Summary:

The LAP Coordinator performs a variety of duties relating to the development and implementation of the district LAP programs. This position is responsible for monitoring the expenditure LAP funds to include planning, organizing, administering, directing, and accounting for the operation of the LAP Programs. The coordinator will work with district office staff, principals, teachers, and parents to facilitate the program. The coordinator will be fully responsible for all family engagement nights and state and federal reporting.

Coordinator Essential Job Functions:

- Organizes a district-wide LAP Program in cooperation with the Principal.
- Supports in the implementation of LAP federal mandates.
- Ensure compliance with federal and state regulations related to LAP.
- Serves as School District liaison for state, federal and other LAP meetings.
- Attends conferences and meetings to keep current on LAP laws, regulations, and guidance requirements.
- Insures that all LAP reporting and compliance requirements are met.
- Responsible for the development and implementation of LAP programs.
- Oversees budget development and long-range financial planning in LAP program and assumes responsibility for expenditure of LAP funds.
- Procures instructional materials and equipment for the LAP Program.
- Assumes responsibility for testing and reporting in the LAP Program.
- Organizes in-service and staff development required for the LAP Program.
- Works with administrators, teachers and parents concerning all LAP Programs and requirements.
- Ensures implementation of parent involvement programs and family engagement nights.
- Provides leadership and advocacy for families and children served by the LAP programs.
- Gathers and disseminates LAP information/resources to district staff and parents.
- Responsible for program evaluation and coordination of procedures necessary for comprehensive monitoring of student progress.
- Provides support, guidance, and leadership to teachers and building administrators.
- Provides workshops on the LAP program for parents and the community.
- Performs related work as required or assigned.

Reporting Relationship:

Reports directly to the K-12 Principal

FLSA Status: Exempt

Union Affiliation: QEA