JOB DESCRIPTION

Coordinator of Independent Study High School

**Definition of Class**
This is a professional position, in which the incumbent exercises independent discretion and judgment while managing and coordinating the daily activities associated with the Independent Study High School. Incumbent will report directly to the Director of Credit Programs.

**Examples of Work Performed**
Serves as liaison between the Independent Study High School and parents/schools.

Serves as liaison between instructors and technologists.

Maintain accreditation status of Independent Study High School.

Determines priorities/order for development and revision of courses. Supervise the course development process.

Assists the director in adjusting and/or establishing policies and procedures for Independent Study High School. Communicates policies and procedures to parents/students/instructors/schools.

Supervises enrollment of students and record keeping as well as monitoring student progress.

Hires and supervises subordinate staff including instructors, technologist and administrative personnel.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and oversees the daily activities as it relates to Independent Study High School.
2. Supervises the development and revision of courses for Independent Study High School.
3. Maintains accreditation status.
4. Monitors and maintains the budget.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and walk.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university in a related field.

AND

Experience:
Three (3) years of experience in secondary education related to the above described duties.

AND

Certifications:
Must have a Mississippi state certified Teacher’s License

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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