

FOCUS Coordinator

Qualifications:

1. Be knowledgeable about the Finding Original, Creative, Unique Solutions (FOCUS) program by going to a training or viewing the Wolf River Gifted and Talented (WRGT) Consortium FOCUS program tape.
2. FOCUS coaching experience preferred with both the Mini and Upper grade levels divisions.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Exceptional Education

Job Goal: To provide leadership in the development, implementation and sustenance of a FOCUS program for grades K-12 students.

Performance Responsibilities:

1. Work with FOCUS teams and school personnel to plan, implement, and sustain the K-12 FOCUS program.
2. Serve as a liaison between Waupaca's K-12 FOCUS coaches and the WRGT Consortium.
3. Submit press release to local newspaper about the upcoming year's program.
4. Provide student registration materials to all Waupaca schools, K-12.
5. Encourage adult participation in the FOCUS program, with particular emphasis on coaching development. Provide coaches names Central office to School Board for approval.
6. Assign team members to coaches.
7. Submit purchase orders for team registrations.
8. Provides support and encouragement for FOCUS coaches and their teams, including at least one in-house training session for FOCUS coaches per year.
9. Is accessible to coaches and school personnel for meetings and discussions related to Waupaca's FOCUS program.
10. Provide all teams copies of materials relating to the current year's problems from the WRGT Consortium.
11. Provides all teams with forms and information related to Waupaca School's requirements and regulations (e.g. purchase orders, vehicle safety inspections, use of facilities, field trip permission) submits registration of Waupaca team member & fees to Regional.
12. Maintain on-going records on all students and adults participating in the FOCUS program.

13. Provide school principals with information regarding the FOCUS program's status, needs and progress during the year.
14. Coordinate T-shirt designs.
15. Submit News release to the community on FOCUS competition results.
16. Submit material and supply forms for reimbursement (materials and Coaches salaries).
17. Gathered & interpreted evaluations to make suggestions for next year's program.
18. Plan and submit annual budget requests for each year's FOCUS program budget.