

Regional Coordinator

DEPARTMENT:	Enrollment	PAY BAND:	6
LOCATION:	Regional Office	TRAVEL REQUIRED:	Some in-state travel
DIRECT SUPERVISOR:	Sr. Manager for Assessment and Enrollment	POSITION TYPE:	Full Time / Exempt/ Year-Round
JOB DESCRIPTION:			
<p>ROLE & RESPONSIBILITIES:</p> <p>The Regional Coordinator is responsible for providing TDA programming and services to students and parents within his/her designated geographic regions. The Regional Coordinator will act as the liaison between TDA and families. The Regional Coordinator will also facilitate written and verbal communications between the TDA central office and other regional offices. The Regional Coordinator is responsible for customer support, student orientations, state testing requirements, and family engagement activities.</p> <p>PRIMARY RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> • Greet and welcome all students and families visiting the regional office. • Facilitate and/or oversee new student orientation. • Set up and prepare regional inductions including paperwork, and facilities; oversee and ensure equipment setup. • Maintain a thorough working knowledge of TRECA Digital Academy systems, programs, and educational tools. • Distribute, collect, scan, file, and update all student related forms in accordance with any and all regulations. • Maintain Student Information System database. • Maintain equipment database and physical inventory of equipment. • Maintain student assessment database. • Provide effective communication between regional Student and Family Engagement specialist and families. • Procure offsite student testing locations. • Maintain Regional Office maintenance duties, including ordering office and cleaning supplies. • Act as a liaison between building management and TDA administration with lease renewals, maintenance contracts, etc. • Collaborate with Induction Specialists to act as a regional office team. • Interface daily with all required organizational communication systems. • Assist with state testing as needed. • Assist with summer school as needed. • Perform any and all related duties as assigned. 			

QUALIFICATIONS & EDUCATION REQUIREMENTS:

- Bachelor's Degree Preferred or commensurate experience
- Must reside in Ohio
- At least five years of work experience in an administrative or supervisory experience preferred; educational setting preferred
- Obtain Substitute Teaching Licensure or State Aide Certificate
- Excellent customer relation skills
- Computer and phone skills (i.e. Student Information Systems, Word Processing, Excel)
- Ability to multitask and execute assigned duties with accuracy
- Effective and efficient communication skills (verbal and written)
- Is discreet and recognizes the importance of maintaining confidentiality when handling or conveying information obtained in work setting

LAST UPDATED: October 27, 2022