

***Leader in Me* District Coordinator**

Role Summary

The *Leader in Me* district coordinator role is essential to the success of achieving quality measurable results. This is a non-teaching administrative position at the district level. The district coordinator is an advocate for the success of the program with ownership and responsibility for the quality and outcomes of entire *Leader in Me* district implementation. The district coordinator may be a superintendent, an assistant superintendent, or other district administrator. This staff member is the primary point of contact for the FranklinCovey partnership and is responsible for arranging training, ensuring materials arrive, and scheduling events that involve *Leader in Me* implementation.

Essential Job Functions

- Manage and implement *Leader in Me* and ensure alignment with quality standards as outlined in the *Leader in Me* District Membership Handbook.
- Serve as the point of contact in communication with the FranklinCovey *Leader in Me* Coach and other *Leader in Me* staff.
- Coordinate the administration of resources and materials in support of *Leader in Me*.
- Engage in virtual and in-person professional development provided for *Leader in Me* district coordinators.
- Serve as an advocate for *Leader in Me* with the school system, school board, and community.
- Provide leadership in the development of systems of support for *Leader in Me* within the school district.
- Coordinate training experiences for district *Leader in Me* Coaches and schools.
- Oversee and initially approve expenditures related to *Leader in Me*.
- Ensure effective administration of the Measurable-Results Assessment for parents, staff, and students at *Leader in Me* Schools.
- Provide presentations and workshops to community members, civic organizations, and educators interested in *Leader in Me*.
- Monitor implementation quality at *Leader in Me* Schools with regular visits, walkthroughs, and attendance at Leadership Events.

Suggested Requirements

Applicants should have five (5+) years of professional consulting and training experience plus four (4+) years of professional educator experience with leadership experience preferred. A well-developed pattern of achievement, competitive skills, energy, motivation, enthusiasm, and integrity is critical to success in this role. Strong verbal and written communications skills are essential.