**CHECKLIST OF DUTIES OF LCA COORDINATOR**

*The following list may be of some assistance to the Leaving Certificate Applied co-ordinator in establishing and clarifying the role.* ***They are offered as guidelines only.***

**Administration**

* Record-keeping
* Checklist of Key Assignments to teachers
* Storage of Key Assignments and Tasks
* Arrangements for examination of Tasks
* Arrangements of out of school activities
* Claiming credits
* Attendance
* Appeals

**Communicating**

* Teaching Team
* Students
* Principal
* Parents
* Employers
* Support Services
* Department of Education and Skills
* Team building
* Perception/morale (within and outside school)
* Trouble shooting
* On-going monitoring

**Planning**

* Overview of the programme
* Delegation
* Planning tasks
* Planning timetable
* Planning teaching team
* Monitoring tasks
* Team meetings
* Finance, resources
* Curriculum management

**GUIDELINES FOR PLANNING in LCA**

## Programme Planning and Preparation

* Overall programme resources
* Programme budgetary procedures
* Class organisation
* Curriculum content

1. Individual subject plans
2. Course materials and resources

* Task preparation and planning
* Work experience procedures
* Procedures for out of school activities
* Provision for health and safety requirements
* Planning for students with special education needs
* Guidance planning

## Programme Teaching and Learning

* Teaching methodologies – differentiation, active learning, literacy, numeracy and AfL
* Range and variety of resources
* Cross-curricular activities

## Programme Assessment

* Homework procedures
* Record-keeping procedures and reporting procedures
* On-going assessment – AfL (formative) and AoL (summative)
* Terminal assessments/exams

## Programme Achievement and Development

* Students’ level of attainment in comparison with national averages (see PDST tool)
* Student destination survey
* Minutes of programme meetings
* Record of teacher in-career development
* Programme review procedures
* Recommendations of DES Programme Inspections