



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Coordinator, Educational Services

Class Code: 1530

Work Days: 210

GENERAL PURPOSE

Supervise, assign, review, and participate in the work of staff responsible for coordinating and implementing an educational program; perform a variety of technical tasks relative to assigned area of responsibility; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
2. Coordinate and support the cooperation of agencies involved with the educational program; prepare presentations on program goals and objectives; and organize, schedule, and implement educational programs.
3. Participate in the preparation and administration of the program budget for assigned area, submit budget recommendations, and monitor expenditures.
4. Design and deliver a variety of professional learning seminars and workshops dealing with the educational program and provide consultation and technical assistance to all districts in curriculum, instruction, and assessment.
5. Promote, coordinate, and oversee specific activities, including large-scale events, conferences, and workshops related to educational program; and prepare program event and facility marketing material, including news releases, flyers, schedules of events, pamphlets, and brochures.
6. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
7. Monitor program compliance with laws, rules, and regulations related to providing related programs and services.
8. Maintain records and develop reports concerning new or ongoing programs and program activities and effectiveness, and prepare statistical reports as required.

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9. Direct the development and implementation of financial funding and grants to support the Educational program.
 10. May develop and monitor contracts within the school district, non-profit agencies, private businesses, governmental agencies, food service agreements, alternative payment agreements, and other agreements.
 11. Monitor pending legislation involving educational programs and various relevant issues, suggest amendments to legislation, and serve on advisory committees.
 12. Oversee, monitor, and supervise the development of program curricula and Educational strategies and activities; and coordinate the development, selection, and procurement of educational materials and equipment.
 13. Develop survey instruments; conduct surveys of program participants to determine participant learning needs; interpret and record survey results; and implement program changes in response to results.
 14. Act as liaison for the educational program with parents, private businesses, consultants, governmental agencies, and district staff.
 15. Demonstrate attendance sufficient to complete the duties of the position as required.
 16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, professional learning, coaching, training, and performance evaluation.
2. Basic operations, services, and activities of educational area.
3. Modern principles and practices of educational area.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Basic procedures, methods, and techniques of budget preparation and control.
6. Methods and approaches to planning educational programs and services according to identified needs and requirements of the assigned program.
7. Evaluation and assessment techniques used in determining proper teaching and educational methods.
8. Recent developments, current literature, and sources of information related to educational area.
9. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
10. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, clerical, and/or technical employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

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3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
 4. Coordinate, direct, and implement educational programs suited to the community's needs.
 5. Recommend and implement goals, objectives, and practices for providing effective and efficient educational programs.
 6. Direct staff development programs on various subject areas.
 7. Plan, direct, and coordinate various programs.
 8. Elicit community and organizational support for educational programs.
 9. Establish and maintain effective working relationships with various constituencies.
 10. Interpret and explain laws, codes, contracts, policies, and procedures.
 11. Develop and present training materials.
 12. Prepare clear and concise correspondence, reports, and other written materials.
 13. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 14. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, education administration, behavior management, or a related field and five (5) years of educational experience, including two (2) years of administrative service in a public-school setting; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative credential may be required for some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with moderate to high pressure.