



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

Coordinator, Academic Events

**Class Code: 1047
Work Days: 210**

GENERAL PURPOSE

Coordinate and provide specialized services in support of special academic events and educator recognition programs; focus attention on academic excellence in Orange County schools; establish procedures and protocols for the conduct of competitions and programs; and provide responsible and complex staff assistance to higher-level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher-level management staff.
2. Exercises direct supervision over management, professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work 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; implement policies and procedures.
 2. Plan and direct the scope, development, and coordination of academic competitions and recognition programs, including the Academic Decathlon, Academic Pentathlon, Spelling Bee, Teachers of the Year, and Classified School Employee of the Year.
 3. Direct the development and review of study guides for various competitions.
 4. Direct and oversee the expansion and/or improvement of competitions on local, state, and national levels.
 5. Manage the development and review of curricula and examinations utilized in competitions.
 6. Organize and implement programs to recruit and train volunteers to support programs and activities.
 7. Serve as and/or assign liaisons and advisors for competition issues for coaches, administrators, and schools.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Establish, promote, and maintain public relations with school districts, business sponsors, and community organizations involved with academic events and educator recognition programs.
9. Oversee the development of brochures and newsletters distributed to volunteers, businesses, community organizations, schools, and supporters of competitions and academic events.
10. Serve as or assign liaisons and technical advisors on competition issues for coaches, administrators, and schools.
11. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
12. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
13. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Academic Services Unit; prepare work schedules for appropriate staff.
14. Attend local and non-local conferences, trainings, and division meetings and serve as an OCDE representative as necessary.
15. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, activities, and guidelines of academic competitions and events.
2. Evaluation and assessment techniques used in determining proper teaching and coaching methods of academic events.
3. Networks of community-based organizations, educational agencies, sponsors, publishers, and other organizations related to academic events.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Basic procedures, methods, and techniques of the budget process.
7. Recent developments, current literature, and sources of information related to academic competitions and educator recognitions programs.
8. Outreach strategies for multiple and diverse cultural audiences of students and educators.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.

Ability and Skill to (cont.):

2. Align academic competitions with current educational and curriculum trends and standards.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; 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 Bachelor's degree from an accredited college or university with major course work in elementary or secondary education, child and adolescent studies, or a related field, and four years of increasingly responsible experience in academic enrichment programs, youth development programs, recreation, or school-based programs.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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 variably paced with high pressure.

Revised 4/04, 2/05, 3/17, 10/18