



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

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**Coordinator Student Programs & Services**

**Class Code: 1505  
Work Days: 220**

**GENERAL PURPOSE**

Supervise, assign, review, and participate in the work of staff responsible for coordinating and implementing student programs and services including but not limited to, Orange County After School Education and Safety Programs (ASES) and 21<sup>st</sup> Century Community Learning Center Programs (CCLC) and the McKinney Vento Homeless Education Program; and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, 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. Coordinate and support the cooperation of agencies involved with student programs and services; prepare presentations on goals and objectives.
  3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing programs and services; implement policies and procedures.
  4. Participate in the preparation and administration of the budget for assigned areas; submit budget recommendations; monitor expenditures.
  5. Design and deliver a variety of training seminars and workshops related to student programs and services; provide consultation and technical assistance to all districts.
  6. Promote and coordinate specific activities for student programs and services; prepare event marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
  7. Organize, schedule, and implement Student Programs and Services.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

8. Monitor compliance with laws, rules, and regulations related to provision of related programs and services.
9. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, and review the work of staff responsible for providing Student Programs and Services; prepare work schedules for appropriate staff.
12. Maintain records and develop reports concerning new or ongoing programs and services activities and effectiveness; prepare statistical reports as required.
13. Direct the development and implementation of financial funding and grants to support relevant programs and services.
14. Develop and monitor contracts within the school district, non-profit agencies, private business, governmental agencies, food service agreements, alternative payment agreements, and various other agreements.
15. Monitor pending legislation involving programs and services and various relevant issues; suggest amendments to legislation; serve on advisory committees.
16. Act as liaison for the programs and services with parents, private businesses, consultants, governmental agencies, and district staff.
17. Maintain awareness of new developments related to relevant student programs; incorporate new developments into programs as appropriate.
18. Demonstrate attendance sufficient to complete the duties of the position as required.
19. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Organization, supervision, and effective management practices and principles.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Community-based organizations and public and private educational agencies and other organizations related to relevant student programs and services.
5. Basic operations, services, and activities of relevant student programs and services.
6. Basic procedures, methods, and techniques of budget preparation and control.
7. Methods and approaches to planning programs and services, according to identified needs and requirements of the assigned programs.
8. Recent developments, current literature, and sources of information related to relevant student programs and services.
9. Pertinent federal, state, and local laws, codes, and regulations.

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**Ability and Skill to:**

1. Coordinate, direct, and implement programs and services suited to the needs of the community.
2. Plan, direct, and coordinate various programs and services.
3. Elicit community and organizational support for programs and services.
4. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. 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 Master's degree from an accredited college or university with major course work in education, academic enrichment, and/or recreation programs, or a related field and five years of increasingly responsible experience in youth development programs, recreation, or school age child care programs or elementary or secondary education.

**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.

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## **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 high pressure.

7/2017