



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

---

**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 the McKinney Vento Homeless Education Program; and provide 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 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 student programs and services; prepare presentations on goals and objectives; and organize, schedule, and implement student programs and services.
  3. Participate in the preparation and administration of the budget for assigned areas, submit budget recommendations, and monitor expenditures.
  4. Design and deliver a variety of training seminars and workshops related to student programs and services; and provide consultation and technical assistance to all districts.
  5. Promote and coordinate specific activities for student programs and services and prepare event 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. Maintain records and develop reports concerning new or ongoing programs and services activities and effectiveness, and prepare statistical reports as required.
  8. Direct the development and implementation of financial funding and grants to support relevant programs and services.
-

- 
9. Develop and monitor contracts within the school district, non-profit agencies, private businesses, governmental agencies, food service agreements, alternative payment agreements, and various other agreements.
  10. Monitor pending legislation involving programs and services and various relevant issues; suggest amendments to legislation; and serve on advisory committees.
  11. Act as liaison for student programs and services with parents, private businesses, consultants, governmental agencies, and district staff.
  12. Maintain awareness of new developments related to relevant student programs and incorporate new developments into programs as appropriate.
  13. Demonstrate attendance sufficient to complete the duties of the position as required.
  14. 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, 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.

#### **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; and effectively delegate authority and responsibility.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
7. Establish and maintain effective working relationships with various constituencies.

- 
8. Interpret and explain laws, codes, contracts, policies, and procedures.
  9. Develop and present training materials.
  10. Prepare clear and concise correspondence, reports, and other written materials.
  11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  12. 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 bachelor's degree in education, academic enrichment, and/or recreation programs or a related field and five (5) years of experience in youth development programs, recreation, or school-age child care programs or elementary or secondary education; or an equivalent combination of training and experience.

### **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 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 essential functions.

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