



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

Coordinator, Title I

Class Code: 1633

Work Days: 225

GENERAL PURPOSE

Manage, plan, and coordinate specified activities and services required of and provided by Title I funding; coordinate assigned activities with other units, divisions, Alternative Education (ACCESS) school sites, the public, and outside agencies; 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 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 organization, staffing, and operational activities for Title I Programs with responsibility for serving students qualifying for Title I support.
 3. Provide staff development opportunities for Title I staff and ancillary staff. Participate in the development of curriculum and instructional techniques, supplementing the training of instructional staff.
 4. 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.
 5. Participate in the development and administration of Title I Programs budget; project funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
 6. Assist in the coordination of services to be provided by community-based agencies; coordinate training and implementation. Establish and maintain collaborative relationships with community service providers.
 7. Research and respond to Title I questions and concerns from instructional and administrative staff.
 8. Attend and participate in professional group meetings; stay abreast of Title I trends and legislative issues.
 9. Serve as county representative for Title I Programs as needed.
 10. Maintain records pertaining to program services; compile reports and statistical information needed
-

for evaluation of program effectiveness and planning of duties.

11. Promote Title I Programs; prepare program events and marketing materials, including news releases, flyers, schedules of events, pamphlets, and brochures.
12. Demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, activities, and guidelines of Title I Programs.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Current trends in Title I and related state and federal requirements.
5. Recent developments, current literature, and sources of information related to Title I Programs.
6. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the program.
7. Modern principles and practices of program development and implementation.
8. Multi-ethnic and cultural differences.
9. Dynamics of the gang culture.
10. Available referral agencies and resources within the county.

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.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. 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, and project consequences of proposed actions.
9. Communicate clearly and concisely, both orally and in writing, in English.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in social services, criminal justice, or a related field and three (3) years of experience with Title I programs or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Some assignments require background clearance conducted by the probation department.

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.