



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

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**Coordinator, Williams Settlement Legislation**

**Class Code: 1662**

**Work Days: 225**

**GENERAL PURPOSE**

Coordinate and implement Williams Settlement Legislation oversight and compliance; monitoring of school districts and individual schools related to instructional materials, maintenance of facilities, accuracy of data reported on School Accountability Report Cards (SARC), and provide 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 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. Plan and direct the scope, development, and coordination of Williams Settlement Legislation oversight and monitoring, including school site reviews, audits, reporting, and correspondence.
  2. Assist with the development and implementation of a variety of programs, services, projects, and events that support educators and students in the areas of academic enrichment, leadership, student engagement, and youth development.
  3. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  4. Research, monitor, and track legislation pertaining to Williams Settlement Legislation.
  5. Develop, plan, and facilitate the training of district and school staff on Williams Settlement Legislation compliance requirements and site review protocols.
  6. Provide consultation and technical assistance to district and school staff and community members.
  7. Establish and maintain collaborative partnerships with school districts, schools, California county offices of education, community-based organizations, and statewide agencies.
  8. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; and collaborate on goal development, set clear expectations, provide constructive feedback, assist in improvement as needed, and check in regularly for understanding.
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9. Coordinate the development, implementation, and maintenance of the web-based system for the Williams Legislation site review data collection processes.
  10. Maintain records pertaining to Williams Settlement Legislation; compile reports and statistical information needed for compliance and evaluation of program effectiveness.
  11. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
  12. Attend local and non-local conferences, trainings, and division meetings and serve as an OCDE representative as necessary.
  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. Basic operations, services, activities, and requirements of Williams Settlement Legislation.
2. Pertinent federal, state, and local legislative regulations.
3. California Education Code, California Administrative Code and policies, rules and regulations of the County Schools Office.
4. Recent developments, current literature, and sources of information related to Williams Settlement Legislation, student programs, community outreach, and event coordination.
5. Modern principles and practices of legislative compliance monitoring, program development, event planning, adult learning, and youth development.
6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Basic procedures, methods, and techniques of the budget process.

#### **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. 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.

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9. 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, child and adolescent studies, education administration, or a related field and four (4) years of experience in education administration or school and/or community-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**

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; 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 the essential functions.

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