



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

Coordinator, Educational Services

**Class Code: 1530
Work Days: 210**

GENERAL PURPOSE

Supervise, assign, review, and participate in the work of staff responsible for coordinating and implementing an educational program; perform a variety of technical tasks relative to assigned area of responsibility; 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 professional, technical, and/or 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. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 3. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 4. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
 5. Coordinate and support the cooperation of agencies involved with the educational program; prepare presentations on program goals and objectives.
 6. Participate in the preparation and administration of the program budget for assigned area; submit budget recommendations; monitor expenditures.
 7. Design and deliver a variety of training seminars and workshops dealing with the educational program; provide consultation and technical assistance to all districts in the area of instruction.
 8. Organize, schedule, and implement educational programs.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

9. Promote and coordinate specific activities within an educational program; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
10. Monitor program compliance with laws, rules, and regulations related to provision of related programs and services.
11. Maintain records and develop reports concerning new or ongoing programs and program activities and effectiveness; prepare statistical reports as required.
12. Direct the development and implementation of financial funding and grants to support the Educational program.
13. May 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.
14. Monitor pending legislation involving educational programs and various relevant issues; suggest amendments to legislation; serve on advisory committees.
15. Oversee, monitor, and supervise the development of program curricula and Educational strategies and activities; coordinate the development, selection, and procurement of Educational materials and equipment.
16. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
17. Act as liaison for the educational program with parents, private businesses, consultants, governmental agencies, and district staff.
18. Maintain awareness of new developments in the educational field; incorporate new developments into programs as appropriate.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Basic operations, services, and activities of educational area.
3. Modern principles and practices of educational area.
4. Basic procedures, methods, and techniques of budget preparation and control.
5. Methods and approaches to planning Educational programs and services, according to identified needs and requirements of the assigned program.
6. Evaluation and assessment techniques used in determining proper teaching and educational methods.
7. Recent developments, current literature, and sources of information related to educational area.

Knowledge of (cont.):

8. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
9. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, clerical, and/or 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. Coordinate, direct, and implement educational programs suited to the needs of the community.
4. Recommend and implement goals, objectives, and practices for providing effective and efficient Educational programs.
5. Direct staff development programs on various subject areas.
6. Plan, direct, and coordinate various programs.
7. Elicit community and organizational support for educational programs.
8. Establish and maintain effective working relationships with various constituencies.
9. Interpret and explain laws, codes, contracts, policies, and procedures.
10. Develop and present training materials.
11. Prepare clear and concise correspondence, reports, and other written materials.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. 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, education administration, behavior management or a related field and five years of increasingly responsible educational experience including two years of administrative service in a public school setting.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative credential may be required for some assignments.

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 fast paced with moderate to high pressure.

1/2019