

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts; coordinate communications, information and resources to meet school district needs and enhance student learning; provide consultation and staff development activities to administrators and faculty to enhance the educational effectiveness of assigned programs and subject areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts; monitor, evaluate and adjust activities in response to school district needs; assist districts with assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, information and resources to meet school district needs and enhance student learning; develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures; lead, develop and coordinate networks of district leaders; coordinate and facilitate decision-making groups.

Provide consultation and technical assistance to school districts concerning assigned subject areas and programs; respond to inquiries and provide detailed and technical information concerning related standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures; assure smooth and efficient delivery of services.

Design, develop, implement and conduct training and staff development activities for faculty and administrators concerning assigned subject areas and programs as directed; prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; oversee staff development activities conducted by others.

Coordinate activities and provide assistance and services to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies as assigned; assist school districts with assuring instructional activities are aligned with established curriculum requirements.

Serve as a liaison and coordinate communications, activities and information related to assigned subject areas and programs between County Office administrators, personnel, school districts, outside organizations, the public and various local and State agencies; establish, support, facilitate and maintain partnerships; assure proper and timely resolution of related issues and conflicts.

Monitor and evaluate the educational effectiveness and operational efficiency of assigned subject

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areas, programs and services; receive and respond to administrative, staff and public input concerning program and subject area needs; develop and implement processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.

Participate in the development and preparation of annual preliminary budgets for assigned subject areas and programs; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations; develop, oversee and administer grants; develop, monitor and maintain contracts as assigned.

Compile, review and analyze a variety of data and information related to assigned programs and subject areas; prepare and maintain a variety of narrative and statistical records, reports and files related to programs, subject areas, staff development, school districts, grants, budgets, financial activity and assigned duties.

Maintain current knowledge of educational methods, practices and standards related to assigned subject areas and programs and related laws, codes, regulations, policies and procedures; assist school districts with modifying services to assure compliance with standards and requirements.

Provide technical information and assistance to the administrator regarding assigned programs and subject areas; assist in the formulation and development of related policies, procedures and programs.

Operate a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drive a vehicle to conduct work; visit sites and classrooms to monitor and provide technical advice concerning program and educational activities.

Train and provide work direction and guidance to assigned personnel as required; oversee the work of consultants and other contractors as assigned.

Coordinate, attend and conduct a variety of meetings and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to assigned programs and subject areas.

Practices and procedures involved in the development and implementation of subject area and program services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Curriculum standards, interpretation and application in assigned programs and subject areas.

Instructional techniques and strategies related to assigned programs and subject areas.

Local, State and federal standards and requirements governing assigned programs and subject areas.
Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts.

Coordinate communications, information and resources to meet school district needs and enhance student learning.

Provide consultation and technical assistance to school districts concerning assigned subject areas and programs and related standards, requirements, principles, practices, techniques and procedures.

Design, develop, implement and conduct training and staff development activities for faculty and administrators concerning assigned subject areas and programs.

Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.

Establish and maintain partnerships.

Monitor, evaluate and modify standards, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned programs and subject areas.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.