

**CONTRA COSTA COUNTY OFFICE OF EDUCATION CLASS**

**TITLE: PROJECT COORDINATOR, PAROLEE EDUCATION PROGRAM**

**FUNCTION:**

Under the direction of a Principal, coordinate and oversee the Parolee Education Program, CDCR Contracts and related educational services and activities provided for parolees in assigned classrooms at designated sites; provide technical support, coaching and assistance to teachers; train and provide work direction and guidance to assigned teachers.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate and oversee the Parolee Education Program and related educational services and activities provided for parolees in assigned classrooms at designated sites; monitor, evaluate and adjust activities in response to the Programs' progress and student and teacher needs.

Provide technical support, coaching and assistance to teachers; visit classrooms to mentor and assist teachers; respond to inquires and provide detailed and technical information concerning educational standards, guidelines, requirements, practices, procedures and techniques related to the Parolee Education Program.

Train and provide work direction and guidance to assigned teachers; review teacher work and performance for compliance with established standards, requirements and procedures; participate in interviews and recruitment activities; provide input concerning teacher evaluations and hires.

Serve as a liaison and coordinate Parolee Education Program communications, services and activities between the County Office, CDCR, teachers, law enforcement staff and others; resolve classroom, Program and teacher issues and conflicts in a proper and timely manner.

Implement and setup Parolee Education Program educational services at new classrooms; coordinate and facilitate new sites in accordance with site safety and security rules and regulations; arrange and participate in classroom relocations and closings; move, transport and arrange supplies and equipment.

Collaborate with CDCR in assuring smooth Parolee Education Program operations; arrange for substitute coverage as needed; conduct quality reviews; assure classroom activities comply with instructional standards and curriculum requirements.

Monitor and assess progress and educational effectiveness of Program activities in assigned classrooms; confer with and assist administrative staff concerning the development of Project policies and procedures; research and assist in the development of curriculum standards.

Compile data and prepare and maintain various records, reports and files related to students, trainings, inventory and assigned activities; assess performance of teachers and prepare related reports; prepare and

process various forms; develop operational and procedural manuals as directed.

Assist teachers with developing and preparing marketing materials such as brochures and presentations to facilitate and enhance public awareness of Parolee Education Program services as assigned.

Develop and implement staff development activities for Parolee Education Program teachers; prepare and deliver oral presentations; explain educational principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Assist teachers with the development and implementation of lesson plans and instructional activities; develop employee improvement plans as required.

Communicate with County Office personnel and administrators, teachers, law enforcement agencies, CDCR staff and outside agencies to exchange information and resolve issues or concerns.

Compose and distribute a variety of correspondence such as bulletins, and memoranda as needed; update web content as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Monitor inventory levels of Program supplies as assigned; order, receive, stock and maintain adequate inventory levels of supplies.

Participate in a variety of other assigned activities such as arranging travel for substitutes, writing grants and coordinating special events.

Coordinate, attend and participate in various meetings, conferences and in-services as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to the PAROLEE EDUCATION PROGRAM Project.

Instructional techniques and strategies related to adult education.

Curriculum standards, requirements, interpretation and application in Parolee Education Program educational activities.

Student guidance principles and practices.

Subjects taught in schools, including arithmetic, grammar, spelling, language and reading. Classroom procedures and appropriate student conduct.

Principles of training and providing work direction and guidance

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of parolee students.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy. Record-keeping and report preparation techniques.

**ABILITY TO:**

Coordinate and oversee the Parolee Education Program and related educational services and activities provided for parolees in assigned classrooms at designated sites.

Provide technical support, coaching and assistance to teachers.

Train and provide work direction and guidance to assigned teachers.

Assure classroom activities comply with instructional standards and curriculum requirements. Assess performance of teachers and conduct Project quality reviews. Develop and implement staff development activities for Parolee Education Program teachers.

Learn, interpret, apply and explain laws, codes, regulations, policies and procedures. Monitor and assess progress and educational effectiveness of Program activities. 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 and three 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.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position. Walking during site visits.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.