



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Coordinator, Education Services

Reports to: Assistant Superintendent Education Services or Director

Work Year: 208 days

Employment Status: 1.0 Full Time Equivalent

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the direction of the Assistant Superintendent or Director, coordinates the planning, organizing, and implementation of the Districts' educational programs. Oversees the activities and operations of assigned programs and supervises the performance of assigned personnel.

Essential Functions:

- Works collaboratively with all District staff to support classroom instruction, including the implementation of any of the following: State Standards; curriculum and instructional strategies with access strategies to support all students including English learners, students with disabilities, socioeconomically disadvantaged students and gifted and talented education students; behavioral systems of support; social-emotional learning; and a safe, supportive school environment.
- Coordinates and provides districtwide professional development. Schedules and calendars professional learning activities and publicizes activities according to established procedures.
- Models the use of creativity, innovation, design and technology integration in professional development.
- Supervises, trains and evaluates the performance of assigned staff.
- Supervises a variety of committees across all grade levels and communicates with staff and administrators about the content of the meetings and the results.
- Supports the District's overall assessment system, including supplemental programs, District interim assessments and Smarter Balance assessments.
- Creates and communicates reports, proposals, demonstrations, and presentations on professional learning goals, outcomes, and evaluation for a variety of audiences and purposes.
- Plans, organizes, and directs the implementation, operation and evaluation of assigned State and Federal programs; assures program compliance with District, State and Federal pertinent laws, rules and regulations; coordinates and facilitates parent and community involvement in long and short-term programs and activities; manages District budget as applicable.
- Attends and conducts a variety of meetings, as assigned.
- Communicates and collaborates with administrators, district personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
- Models District standards of ethics and professionalism.
- Performs other duties as assigned.

Demonstrated Knowledge and Abilities

Knowledge of:

- Comprehensive organization, activities, goals and objectives of a District program.
- School law administration and applicable sections of the State Education Code and other laws.
- State and local curriculum requirements.
- Board and District policies, procedures and regulations.
- Labor relations law and employee contracts.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Train, supervise and evaluate certificated and classified personnel.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, and evaluate instructional and categorical programs in accordance to laws.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance.
- Operate a computer and assigned software such as word processing, data systems, e-mail, and search engines at a proficient level; operate other office equipment as assigned; operate a vehicle to conduct work.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Environment:

- Office, outdoor and classroom environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Demands:

- Hear and speak to exchange information and make presentations.
- See in order to monitor students and read a variety of materials.
- Move hands and fingers to operate a computer keyboard.
- Sit or stand for extended periods of time.
- Bend at the waist, kneel or crouch.

Education and Experience Required:

- Master's degree and five years of classroom teaching experience.

Coordinator, Education Services (continued)

- Administrative experience at a District site or position outside of the District.

Licenses and Other Requirements:

- California Teaching Credential, EL Authorized
- California Administrative Credential.
- Valid California Class C driver's license.

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Board Approved: 8/13/18 (minor revisions 2/12/2020)