

Oak Grove School District

JOB TITLE: Coordinator of Educational Services

SALARY RANGE: B

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Coordinator of Educational Services is responsible to the Director of the Learning Communities and assists in the coordination, administration, implementation and evaluation of programs and services. As a member of the Leadership Team, the Coordinator works cooperatively with other members of the Team in the formulation, implementation and evaluation of District policies and educational programs. The Coordinator may direct, coordinate and supervise the work of others.

TYPICAL DUTIES

- Participate in selection, assignment, supervision and evaluation of personnel.
- Direct and coordinates designated programs and projects
- Budget and monitor funds for designated programs and projects
- Conduct assessment, testing, and evaluation of project/program objectives and activities
- Prepare report
- Provide direct assistance to school staffs in planning, organizing, implementing, and evaluating projects/programs
- Assist classroom and itinerant teachers in the development and use of effective instructional techniques
- Coordinate the development and implementation of programs and services
- Represents the District at local, county, and state levels in matters related to specified programs.
- Performs other duties as assigned

Coordinator of Educational Services (cont.)

MINIMUM QUALIFICATIONS

- Possession of a valid California Administrative Credential or Intern Credential
- Knowledge of District policies, procedures, and practices
- Knowledge of program planning development and evaluation methods, practices, and techniques
- Skill to analyze and interpret data and to prepare reports
- Skill to plan, implement, and coordinate programs and activities according to established goals and objectives
- Skill to direct, coordinate, supervise, and evaluate the work of others
- Skill to communicate effectively in both written and oral forms
- Skill to motivate others in the accomplishments of stated goals and objectives
- Skill to establish and maintain effective working relationships with those contacted in the performance of required duties
- Skill to interpret, apply, and enforce federal, state, and District laws, regulations, codes, and guidelines.
- Skill to accurately identify problem areas or situations, define and isolate problem causes, and take appropriate action to resolve problems identified.

WORKING CONDITIONS

Environment

- Primarily indoor working environment

Physical Demands

- Sitting for extended periods of time
- Physical dexterity, with ability to operate a computer keyboard, calculator and other office machines
- Ability to see and read with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation
- Physical agility to lift, carry, push, and pull up to ten pounds on a regular basis and up to 25 pounds occasionally
- Moderate to high stress level

—

—

•
