

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, District and School Improvement**

**Purpose Statement**

The job of Coordinator, District and School Improvement, is done for the purpose/s of coordinating leadership services and related activities to support district and school improvement efforts for special demographic student groups and maintaining services within established guidelines and standards.

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**Essential Functions**

- Assists in the assessment and development of instructional leadership needs for the purpose of developing and/or providing instructional leadership service for districts and schools related to students with disabilities.
- Collaborates, facilitates and teaches professional development courses through a blended learning format (face to face, online) for the purpose of supporting the development of district staff, site leadership, district leadership and aspiring leaders.
- Communicates and presents information to SDCOE districts and community groups for the purpose of coordinating activities and programs, resolving complex issues and conflicts, exchanging information, gaining feedback to encourage effective and efficient system leadership of programs for students with disabilities.
- Compiles and analyzes data on students with disabilities from a variety of sources (e.g. local and state data, district information, etc.) for the purpose of reporting accurate data relevant from a variety of sources to projects' stated objectives determining leadership needs, designing or refining programs and recommending services accordingly.
- Evaluates and recommends the selection of professional books, textbooks, electronic materials and other instructional materials for the purpose of supporting adult learning and serving as a member of the evaluation team of instructional materials.
- Interprets and explains district, state and federal regulations for the purpose of advising administrators/future administrators on the responsibilities of managing a school site and serving as the instructional leader as it pertains to students with disabilities.
- Maintains a variety of manual and electronic files and/or records (e.g. budgetary, train the trainer model, grants, units of study, up-to-date standards, literacy files, website related to exemplary practices for students with disabilities, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity (e.g. grants, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates as a member of the Learning and Leadership Services team for the purpose of providing coaching and countywide leadership to districts through SDCOE leadership institutes and administrator credentialing programs.
- Plans and facilitates professional learning opportunities for the purpose of meeting district needs around district school improvement efforts.

- Prepares a variety of program-mandated reports for area of concentration for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to SDCOE, district and community groups (e.g. program offerings, funding status, participation levels, professional development, etc.) for the purpose of promoting program, gaining feedback and complying with established internal and external requirements and controls.
- Provides leadership, consultation and technical assistance to districts and schools for the purpose of ensuring support and development of professional learning for county school districts.
- Researches, writes and presents grant information (e.g. SpEd curriculum, school improvement programs, RSDSS, etc.) for the purpose of securing and maintaining alternative funding.
- Reviews existing and pending legislation for the purpose of disseminating and making recommendations to ensure quality of implementation and compliance related to students with disabilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; accounting practices; business telephone etiquette; pertinent laws, codes, policies and/or regulations; methods of instruction and training; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and communicating effectively orally and in writing.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates**

Administrators Credential  
California Single Subject Credential  
Driver's License & Evidence of  
Insurability

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
Proof of physical examination including TB  
Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 45

**SLT Approval Date:** October 11, 2016