

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **Coordinator, Special Projects**

##### **Purpose Statement:**

The job of Coordinator, Special Projects is responsible of coordinating and directing on-going assigned County Office programs; provide leadership for the initiation of new projects; and perform highly visible and complex special projects as assigned.

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Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

##### **Essential Functions**

- Provide overall direction and guidance to a variety of on-going programs typically involving linkages between the San Diego County Office of Education, school districts, charter and private schools, colleges, county government, the private sector and other community and educational support organizations.
- Provide leadership and direction in the initiation of new projects, proposals and other special funded requests including the preparation of proposals and subsequent information to accomplish objectives of the proposed project as assigned and or directed by the chief of staff.
- Provide leadership and direction to properly implement the intent of the project, establish relationships within the county office as well as with outside organizations to meet objectives and provide for the assignment of project to management personnel within the county office as directed.
- Conduct background research, provide data and statistical analysis support to special projects within the county office, collect, aggregate, and analyze data for reporting purposes, provide technical assistance to districts, charters, and private schools.
- Provide management and support of projects, including setting goals, task identification, and implementation, timelines and schedules for area(s) of responsibility and reporting.
- Prepare briefing and advance materials, as well as periodic reports covering activities, accomplishments, and fiscal accountability for assigned programs.
- Provide leadership in establishing relationships within the county office organization, client districts and charter schools, and other outside organizations to meet project objectives and needs.
- Develop, coordinate and present workshops on a wide range of topics, create promotional, supporting materials and agendas, oversee selection of speakers and trainers.

- Prepare publications on behalf of the county office regarding topics as assigned by the chief of staff, including research topics, provide drafts for review by others, and arrange for publication of products.
- Serve as a liaison for small school districts and a county office contact for projects and other related program delivery as assigned.
- Directs and oversees the progress and ensures timely completion of assigned special projects.
- Assist in brainstorming, design, and execution of new projects.

**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:**

**Knowledge and Abilities**

**KNOWLEDGE:**

Organization, staffing, functions, and goals of the SDCOE, including its educational programs, policies, and procedures;

Principles and practices of educational/public administration related to organization and management, planning and research;

To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Analyze situations to define issues and draw conclusions;

Applicable computer hardware and software.

**ABILITY:**

Provide direction and guidance in the initiation of new projects, proposals, and other requests;

Communicate effectively both orally and in writing;

Interpret and explain state, and federal policies, procedures, rules, and regulations;

Plan, organize and facilitate meetings;

Make, support, and explain recommendations and decisions;

Act judiciously under pressure, estimate project requirements, and organize resources to meet established deadlines and goals;

Make effective presentations using appropriate technology;

Plan and organize work;

Meet schedules and timelines;

Establish and maintain cooperative and effective working relationships with others;

Ensure accuracy and exercise diplomacy when communicating and interacting within the organization, outside agencies and community members;

Promoting a commitment to a climate of equity and inclusion;

Ability is also required to work with a significant diversity of individuals and/or groups;

Work independently with little direction.

**Working Environment:**

**ENVIRONMENT:**

Coordinator, Special

Projects

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

Experience: Five (5) years of professional-level experience in directing and leading program management or coordination of new initiatives and highly complex special projects within a county office and/or school district; and

Education: Master's degree from a regionally accredited college or university in education, educational administration, public administration, or a related field; or

Equivalency: Any combination of education and experience equivalent to a master's degree from a regionally accredited college or university in education, educational administration, public administration, or a related field and five (5) years of professional-level experience in directing and leading program management or coordination of new initiatives and highly complex special projects within a county office and/or school district.

Required Testing  
N/A

Certificates, Licenses, Credentials  
Valid California Driver's License

Continuing Educ./Training  
N/A

Clearances  
Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 045

Personnel Commission Approved: 10/19/2020

Revised: N/A