

# Oak Grove School District

**JOB TITLE:** Educational Services Division Program Coordinator

**SALARY RANGE:** B(3)

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of the Director of State and Federal Programs, The Program Coordinator provides leadership to staff in the coordination and implementation of the After School Education and Safety (ASES) and Expanded Learning Opportunities Programs (ELO-P) at multiple sites to enhance academic and enrichment opportunities for students. The ASES and ELO-P Coordinator is responsible for communication with school staff, parents, and others to provide information on program activities, student progress, or related concerns; provides instructional support, training, and work direction to assigned staff, and; acts as a cross-district liaison for staff in relation to expanded learning activities. Additionally, the Program Coordinator shall provide administrative, technical, and functional supervision of the Educational Services programs and planning regarding the COVID-19 pandemic in accordance with federal, state and Santa Clara County Public Health guidance; participate in District operational plans; assist in providing direction and technical evaluation of certificated and classified staff; plan, serve as a resource to the District in the areas of COVID-19 compliance; assist in the recommendation and coordination of implementing strategies to ensure compliance; and perform other related duties as assigned. Function as a member of the District Leadership Team and participate in the formulation and implementation of District policies.

## **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Coordinate ASES and ELO-P activities at multiple school sites, including OGSD BASE Programs
- Support the development and implementation of curriculum; plan and publish a master schedule for the District's expanded learning programs inclusive of programming offered during breaks and summer
- Organize and direct the operations and trainings of assigned programs; monitor implementation of expanded learning programs through regularly scheduled visitations at all school sites; evaluate and adjust programs and services to meet student needs; and ensure that programs are compliant with established laws, codes, regulations, policies, and procedures
- Prepare and submit program accountability reports; serve as a liaison between administrators, staff, the public, local and state agencies, and assure proper and timely resolution of issues or conflicts
- Coordinate communications, information, projects, and personnel to assure efficient delivery of services; develop and implement program and service schedules, activities, plans and systems
- Follow the District's procedures and policies to ensure the safety and security of students, staff, and school property
- Organize and direct student recruitment activities for program participation; maintain appropriate records; track staff attendance, review timesheets, professional growth records of staff, and complete various reports required for program compliance and to communicate educational outcomes
- Supervise and evaluate the performance of assigned staff; assist with interviews and selection of new employees, and recommend transfers, reassignment, termination, and disciplinary actions; provide resources, guidance, and support to program staff concerning student

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- behavior management, parent communication, program improvement, and site personnel issues
- Coordinate the purchase and inventory and dispersal of supplies and equipment to school sites
  - Monitor and oversee Student Information System attendance entries to accurately track daily attendance for program participants
  - Attend meetings, trainings, and workshops required.
  - Stay abreast of new and updated local, state, and federal laws, regulations, and orders regarding COVID-19, including required preventative guidelines, employer preparedness, and statutory benefits
  - Serve as primary liaison between the District, agencies, and public health officials in the area of responsibility; serve as the District COVID Designee with the County Office of Education
  - Administer, monitor and respond to COVID-19 symptom screening processes and cases; report all staff cases to County Public Health using their reporting platform
  - Share in conducting contact tracing when a confirmed or suspected staff case of COVID-19 has been present at OGSD facilities; notify close contacts of the case and provide general notification to all staff; provide close contacts with information on the required quarantine period
  - Coordinate tracking proof of vaccination; coordinate student and staff testing procedures
  - Provide ongoing advice, consultation, and training services to school personnel in procedural and operational processes related to COVID-19 response strategies
  - Prepare specialized reports, surveys, and other descriptive information for review and distribution including COVID project milestones and accomplishments; provide updates to the Board of Trustees and community as needed
  - Provide leadership in the interpretation and application of state and federal laws and regulations and office policies and regulations; attends COVID Designee meetings with the County Office of Education
  - Perform other related duties as assigned

### **MINIMUM QUALIFICATIONS**

- Over two (2) years of increasingly responsible experience working with school-age children in an organized setting including one (1) year in a leadership capacity
- Knowledge of concepts, principles, and practices in instruction and age-appropriate learning to plan, organize, coordinate, and implement expanded learning programs, activities, and services
- Experience with supplemental learning programs, projects, and recreational activities that encourage and enhance student achievement
- Experience with record keeping, data collection, analysis, and report writing
- Experience with supervision techniques to provide clear direction and effective support to staff and students
- Ability to use a computer, common office productivity applications, and specialized software used in education and business environments
- Human relations skills sufficient to conduct formal and informal presentations or training to large and diverse audiences, facilitate management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate in-service education
- Knowledge of principles, practices, methods, and techniques applicable to COVID protocols and compliance
- Knowledge of personnel management strategies, methods, and techniques including recruitment, selection, training, and evaluation

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- Knowledge of California Education Code; current state and county policies; rules and regulations of the office of education
- Skill to analyze, assess, and interpret legislative, statistical, and programmatic data; apply knowledge gained in practical project administration
- Skill to effectively plan, schedule, coordinate, and conduct site-level workshops and meetings
- Skill to identify program needs and alternatives; implement modifications and improvements as needed
- Skill to plan and implement activities and procedures designed to ensure the completion of established goals and objectives
- Skill to communicate effectively in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties and to work effectively as a team member
- CA Driver's License and/or the ability to perform work or visit multiple sites, as applicable

### **DESIRABLE EXPERIENCE**

- Three (3) or more years of comprehensive, directly related, and progressive educational experience, including 2 or more years of district-office or school-site administrative experience
- Bicultural heritage
- Bilingual (English/Spanish or English/Vietnamese)

### **PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate computer technology and audio-visual and educational training equipment
- Standing and walking for extended periods of time; bending at the waist, kneeling or crouching as needed
- Hearing and speaking or ability to exchange information in person or on the telephone; Seeing to monitor events or programs
- Observing classroom instructional practices with the use of curriculum materials
- Lifting, carrying, pushing and pulling educational equipment as needed
- Ability to complete the physical demands related to the duties and responsibilities

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

August 2022