

Educational Options Coordinator

Classification: Instructional – Non School Based Location: Assigned Department
Reports to: District Administrator FLSA Status: Non-Exempt
Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Educational Options Coordinator will provide comprehensive and culturally competent support services designed to ensure the academic success of students by building district-wide systems that promote meaningful data capture around discipline processes, academic engagement, college and career readiness, and graduation rates. The incumbent provides research and support to administrators, teachers, and support staff. The incumbent performs a full range of leadership duties and responsibilities by supporting schools as they work to uphold the tenets of the High School Success Act. The incumbent will build and maintain relationships with multiple programs in our region that specialize in working with underserved youth as well as conducting annual program reviews per board code IGBHA-AR.

Part II: Supervision and Controls over the Work:

The Educational Options Coordinator works under the day-to-day direction of the Multiple Pathways Program Administrator, and under the Director and Associate Directors of Secondary Education. The Director(s) will provide specific guidance and oversight of instructional and programmatic support. The Educational Options Coordinator is responsible for being familiar with school/district policies and procedures which govern their work and their interaction with students, teachers, parents, and community members.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Collaborate with Secondary Program staff to build system-wide network coordinating referrals between and amongst comprehensive, alternative, option schools and partner agencies.
2. Facilitate exploration of in-district and out-of district educational options with students, families, and school staff, matching program requirements and structure with individual student needs, interests, and goals.
3. Coordinate and communicate with outside district agencies, students and families to ensure successful and timely enrollment/cross-enrollment in alternative/educational option placements.
4. Provide support for vocationally specific experiences and training to support student learning and post secondary exploration.
5. Support school based intervention teams by providing information regarding best practice for structure and procedures, data use and prioritization.
6. Work collaboratively with Secondary Program staff to provide input to building administrators and district leadership on overall performance and reliability of school and district systems of support as well as educational programming options.

7. Manage designed district grants aimed at equitable school access in accordance with district policy and under the coordinated efforts of Secondary Programs.
8. Coordinate with school staff to utilize Early Warning System data to provide timely interventions for students.
9. Work with The Clackamas Education Service District and the Oregon Department of Education to ensure compliance with relevant educational law and policy regarding the High School Success Act.
10. Develop, refine, and maintain designated school and district-level intervention services, including the Care and Connect Home Visits program, by providing training and staff support.
11. Lead and coordinate field trips in collaboration with District and School staff.
12. Coordinate system-wide student support between schools and appropriate district office staff including social workers, community liaisons, and special education staff.
13. Build and maintain central databases for all out-of-District placements in accordance with District policies and State regulations.
14. Communicate and attend meetings with social service providers including juvenile justice departments, wrap teams, and McKinney Vento Service coordinators and mental health networks.
15. Participate with supervisor and/or building administrator in the interviewing, screening, and selection of new employees.
16. Attend and apply appropriate training as it relates to the job.
17. Handle confidential student information with tact, discretion, and in compliance with FERPA regulations.
18. Perform clerical, technical and record-keeping duties as determined for each job function.
19. Provide instructional support and tutoring to students in large groups, small groups, and one-on-one situations.
20. Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's Degree in Education or a related field (language arts, mathematics, science, or social studies) required.
- Five years of experience working with students, families, and staff members providing culturally competent support services at the secondary education level.
- A supervisory role within a community, city, or state-level government organization developing and implementing programs targeted at sustainable interventions for underserved youth.
- Established relationships with community organizations supportive of positive outcomes for students and families.
- Experience in a leadership position, which demonstrates the ability to lead staff and direct work.
- Experience that demonstrates strong organizational skills and the ability to meet deadlines.
- Experience that demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
- Knowledge and skill in writing, developing and preparing formal and informal reports regarding High School Success.
- Trained in specific instructional methodologies in such content areas as college and career readiness, Career Technical Education, Restorative Practices, and data collection and utilization.
- Experience that demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.

- Knowledge and skill in writing, developing and preparing formal and informal reports regarding High School Success.
- Ability to interpret written/oral directives and to apply District rules, regulations, procedures, and policies.
- Demonstrated ability to understand, recognize, and protect highly confidential information.
- Ability to effectively communicate with and appreciate individuals from diverse socio-economic backgrounds.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
- Ability to utilize office technology to document assigned work, to include Microsoft Excel, and Word Documents.
- Must possess a valid driver's license and a safe driving record and be able and willing to operate district-owned vehicles.

Part V: Desired Qualifications:

- Prior experience in providing lead or supervisory responsibility over other staff.
- Demonstrates sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents and community.
- Strong planning and organizing skills.
- Experience building and running mentor programs in schools and/or communities.
- Understanding of state and district policy regarding discipline procedures and protocols.
- Experience using data to inform educational practice and strategies on a district and school level.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties.
- The employee may be exposed to infectious disease as carried by students, and/or exposed to student noise and learning resource noise levels.
- The employee may be required to travel in school-owned or leased vehicles while supervising and assisting students.