

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **COORDINATOR: SPECIAL PROJECTS**
Department: Administrative Office
Reports to: Superintendent and Assistant Superintendent of corresponding department

SUMMARY:

Under administrative direction, performs complex and sensitive administrative and management activities in support of the functions and priorities in the assigned department; serves as project manager for high priority projects; manages assigned division staff; and performs related duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides support to all District school sites when working on high priority projects
- Coordinates responses and communication with District and site administration
- Plans, organizes, manages, and/or implements assigned projects and programs
- Collaborates with all stakeholders when facilitating and implementing high priority projects
- Obtains and analyzes necessary data and information
- Coordinates site and District communications related to special project(s)
- Evaluates alternative courses of action and makes recommendations to the Superintendent and department supervisor
- Prepares reports and summaries related to special project(s)
- Maintains and verifies accuracy and completeness of records
- Makes appropriate recommendations to staff regarding project processes and procedures
- Makes verbal and written reports to District administration

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, related project experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative Credential, teaching credential and classroom experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interprets professional journals, technical procedures, or governmental regulations. Ability to write reports, professional correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employee groups, classifications, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees policies.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.