

Oak Grove School District

JOB TITLE: Coordinator of Educational Services

SALARY RANGE: B(3)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Assists the Director of Educational Services in the coordination, administration, implementation and evaluation of programs and services. May direct, coordinate, supervise, and evaluate the work of others. Functions as a member of the District Leadership Team and participates in the formulation and implementation of District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct and coordinate designated programs and projects
- Conduct assessment, testing, and evaluation of project/program objectives and activities
- Coordinate the development and implementation of programs and services
- Assist the Director in screening applicants and recommending employment of personnel
- Supervise and evaluate the work and effectiveness of department personnel; provide evaluation reports and constructive suggestions for improvement of performance and review progress
- Budget and monitor funds for designated programs and projects
- Prepare reports, including accountability reports, and reports to the Board of Trustees
- Work with the Director to provide appropriate communication within the department and with other District personnel
- Provide direct assistance to school staff in planning, organizing, implementing, and evaluating projects/programs
- Assist classroom and itinerant teachers in the development and use of effective instructional techniques
- Represent the District at local, county, and state levels in matters related to specified programs
- Establish and maintain effective working relationships with students, parents, community members and other stakeholders. Serve on District or other related committees, as assigned
- Stay abreast of education and curriculum trends and developments and employ information in the District's services and programs
- Performs other duties as assigned by the Director of Educational Services

MINIMUM QUALIFICATIONS

- Possession of a valid California Administrative Services Credential or Certificate of Eligibility
- Knowledge of District policies, procedures, and practices
- Knowledge of program planning development and evaluation methods, practices, and techniques
- Knowledge of administration methods, practices and techniques including budget preparation
- Skill in analyzing and interpreting data and to prepare reports
- Skill to plan, implement, and coordinate programs and activities according to established goals and objectives

MINIMUM QUALIFICATIONS (continued)

- Skill to direct, coordinate, supervise, and evaluate the work of others
- Skill to communicate effectively in both written and oral forms
- Skill to motivate others in the accomplishments of stated goals and objectives
- Skill to establish and maintain effective working relationships with those contacted in the performance of required duties
- Skill to interpret, apply, and enforce federal, state, and District laws, regulations, codes, and guidelines
- Skill to accurately identify problem areas or situations, define and isolate problem causes, and take appropriate action to resolve problems identified

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment
- Standing and walking for extended periods of time; Bending at the waist, kneeling or crouching as needed to review educational materials
- Hearing and speaking to exchange information in person or on the telephone; Seeing to monitor students
- Lifting, carrying, pushing and pulling educational equipment
- Moderately heavy lifting up to 25 lbs

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.