

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Expanded Learning and Community Engagement

Purpose Statement

Under administrative direction, the Coordinator, Expanded Learning and Community Engagement, is responsible for coordinating an assigned program and related activities for fiscal and program accountability; establishing quality improvement process and ensuring compliance with state, local and federal guidelines; support and engage school districts and community leaders in the development of an effective system of Community Schools and related activities.

Essential Functions

- Maintains a variety of manual and electronic files and/or records (e.g. ASES Grant Applications, ASES Grant Renewal, 21st CCLC Grant Applications and High School ASSETs Grant Application, ASES Program Plans, etc.) providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Prepares a variety of program-mandated reports (e.g. budget and financial reports to state and internal operations for ASES Program Grant and 21st CCLC Grants, etc.) ensuring ongoing funding by complying with district and/or grant/program requirements.
- Prepares a wide variety of written materials, (e.g. grant management plans, Memoranda of Agreements, etc.) documenting activities, providing written reference, and/or conveying information.
- Oversees management information systems ensuring accurate and timely reporting of information.
- Participates in meetings, workshops, trainings, and seminars conveying and/or gathering information required to perform functions.
- Provides technical guidance and coordination of fiscal and program accountability establishing a quality improvement process and ensuring compliance with state, local and federal guidelines.
- Provides training and professional development for all Expanded Learning sites and districts regarding changes and accountability and fiscal processes promoting program, gaining feedback, and complying with established internal controls.
- Works with districts and charters to ensure alignment between core instructional programs, support services, and expanded learning opportunities.
- Develops understanding of district and site needs related to academic, social, emotional, and innovation to determine leverage points for maximum impact.
- Builds community partnerships with key stakeholders to ensure that services are leveraged across districts and schools sites.
- Provides guidance and support to districts and charters in the development of school-community partnerships focused on closing equity gaps.
- Supports efforts to engage school district and community leaders as stakeholders in the development of a scaled-up system of Community Schools.

- Mobilizes community assets to leverage a comprehensive approach to address identified needs of schools.
- Facilitates and provides leadership for the collaborative process and development of a continuum of services to address expanded curriculum, wraparound supports, and community involvement.
- Assists districts and charter schools to identify barriers to learning and increases opportunities by creating partnerships that can support the well-being at the school or in the community.
- Supports efforts to leverage expanded learning time and opportunities that can provide enrichment and intervention activities beyond the school day.
- Supervises, trains, and evaluates the performance of assigned staff to enhance team productivity and ensure that project and operational objectives are achieved.

Other Functions

- Performs other related duties as assigned ensuring the efficient and effective function of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to:

Utilizing conflict and resolution techniques;

Operating standard office equipment including pertinent software applications;

Planning and managing projects;

Preparing and maintaining accurate records;

Enforcing rules and regulations;

Estimating required resources;

Facilitating meetings;

Using pertinent software applications.

KNOWLEDGE is required to:

District policies and procedures;

Issues relating to at-risk youth;

Accounting practices;

Codes/laws/rules/regulations/policies;

Knowledge of community resources;

Office application software;

Practices of personnel administration;

Quality Standards for Expanded Learning Programs;

Continuous Quality Improvement process;

Ed Code relevant to Expanded Learning Programs;

Community engagement practices;

Youth development practices;

Facilitate group discussions;
Grant administration.

ABILITY is required to:

Schedule a significant number of activities, meetings, and/or events;
Routinely gather, collate, and/or classify data;
Use basic, job-related equipment;
Flexibility is required to independently work with others in a wide variety of circumstances;
Work with data utilizing defined but different processes;
Operate equipment using defined methods;
Work with a significant diversity of individuals and/or groups;
Work with data of widely varied types and/or purposes;
Utilize specific, job-related equipment;
Independent problem solving is required to analyze issues and create action plans;
Problem solving with data requires analysis based on organizational objectives;
Adapting to changing work priorities;
Communicating with diverse groups;
Setting priorities;
Building collaborative relationships;
Working with constant interruptions;
Meeting deadlines and schedules;
Working as part of a team;
Train, supervise, and evaluate assigned staff.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 65% sitting, 10% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience: Four (4) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning, including one (1) year of experience in training and technical assistance in expanded learning.

Education: Master's degree in education, social work, school counseling, educational administration, special education, or related field.

Equivalency: A combination of education and experience equivalent to a master's degree in education, social work, school counseling, educational administration, special education, or related field, and four (4) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning, including one (1) year of experience in training and technical assistance in expanded learning.

Required Testing

N/A

Certificates and Licenses

Valid CA Driver's License

Continuing Educ. / Training

N/A

Clearance

Criminal Justice

Fingerprint/Background Clearance

Drug screening

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 045

Personnel Commission Approved: February 19, 2020

Revised: N/A