

JOB DESCRIPTION

San Diego County Office of Education

COORDINATOR, LEARNING AND LEADERSHIP SERVICES SPECIAL PROJECTS

Purpose Statement:

Under administrative direction, the Coordinator, Learning and Leadership Services (LLS) Special Projects, is responsible for coordinating and directing on-going assigned special projects and initiatives within the Learning and Leadership Services division; providing leadership for the initiation of new projects; and performing highly visible and complex special projects as assigned.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE (San Diego County Office of Education) employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

Representative Duties:

This position description describes the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coordinates and guides a variety of special projects and programs involving linkages between LLS teams, the San Diego County Office of Education divisions, school districts, charter schools, colleges/institutes of higher education, county government, California Department of Education (CDE), California Collaborative Education Excellence (CCEE), the U.S. Department of Education, and other community and educational support organizations.
- Coordinates, collaborates, and consults with SDCOE and district staff, as appropriate, to support assigned programs, including assisting with the planning, implementation, and evaluation of federal, state, and local special-funded programs.
- Provides leadership and direction in the initiation of new projects, proposals and other special-funded requests including the preparation of proposals and subsequent information to accomplish objectives of the proposed project as assigned and or directed.
- Serves as a resource to LLS managers and support staff in understanding and meeting federal, state, and local funding requirements and navigating applicable laws and regulations to ensure compliance with special-funded projects and contract requirements.
- Manages and coordinates the communication, meetings, partnerships, and programs of the LLS division; serves as point of contact between the LLS and California Department of Education,

California Collaborative Education Excellence (CCEE) and other state/federal agencies.

- Provides leadership and direction to properly implement the intent of the project, establishes relationships within the county office, as well as with outside organizations, to meet objectives and provide for the assignment of project to management personnel within the county office, as directed.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE, CCEE, U.S. Dept. of Ed., and other state/federal agencies, including funding reports.
- Provides development, management, and support of new and existing LLS projects, including setting goals, task identification, and implementation, timelines, and schedules for area(s) of responsibility and reporting.
- Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and maintains current knowledge of laws, codes, regulations, and pending legislation relevant to the position.
- Prepares briefing and advance materials, as well as periodic reports covering activities, accomplishments, and fiscal accountability for assigned programs.
- Provides leadership in establishing relationships within the county office organization, client districts and charter schools, and other outside organizations to meet project objectives and needs.
- Develops, coordinates, and presents workshops on a wide range of LLS topics; creates promotional, supporting materials and agendas; and assists the selection and securing of speakers and trainers.
- Serves as point of contact between LSS and community stakeholders, and represents LLS in planning and coordination activities, as assigned.
- Serves as a liaison for small school districts and a county office contact for LLS projects and other related program deliverables, as assigned.
- Coordinates and oversees the progress and ensures timely completion of assigned special projects.

Other Functions:

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

Job Requirements: Minimum Qualifications:

Knowledge and Abilities:

KNOWLEDGE of:

Human centered and socially conscious leadership;

Operations, services, and requirements of CDE-funded grants/programs;
Pertinent federal, state, and local laws, codes, and safety regulations;
Evaluation assessments for students with disabilities;
Organization, staffing, functions, and goals of the SDCOE, including its educational programs, policies, and procedures;
Principles and practices of educational/public administration related to organization and management, planning and research;
To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
Analyze situations to define issues and draw conclusions;
Applicable computer hardware and software.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Provide direction and guidance in the initiation of new projects, proposals, and other requests;
Carry out the functions and responsibilities prescribed by California Education Code and associated legislation;
Communicate effectively both orally and in writing;
Interpret and explain state, and federal policies, procedures, rules, and regulations; Plan, organize and facilitate meetings;
Make, support, and explain recommendations and decisions;
Act judiciously under pressure, estimate project requirements, and organize resources to meet established deadlines and goals;
Make effective presentations using appropriate technology; Plan and organize work;
Meet schedules and timelines;
Establish and maintain cooperative and effective working relationships with others;
Ensure accuracy and exercise diplomacy when communicating and interacting within the organization, outside agencies, and community members;
Work independently with little direction.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand

for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Four (4) years of management-level experience in resource and fund management for educational agencies, including special projects or grant-funded development, fiscal oversight, and project management. Experience coordinating services or projects for underserved student populations strongly preferred.

Education: A bachelor’s degree in business administration, public administration, accounting, finance, or related field.; or

Equivalency: A combination of education and/or experience equivalent to a bachelor’s degree in business administration, public administration, accounting, finance, or related field, and four (4) years of management-level experience in resource and fund management for educational agencies, including special projects or grant development, fiscal oversight, and project management. Experience coordinating services or projects for underserved populations strongly preferred.

Required Testing
N/A

Certificates, Licenses, Credentials
N/A

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management Grade 045

Personnel Commission Approved: Feb 21, 2024

Revised: N/A