

Position: Coordinator	FLSA: Exempt	Work Days: 210 or 223
Reports to: Assigned Supervisor as determined by the Superintendent or Designee	Salary: Management Salary Schedule – Range Q, O, or K	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job

Note: Depending on the needs of the district and assigned department(s) a title of Coordinator I, Coordinator II, or Coordinator III will be assigned. Titles will be determined based on the level of responsibility of the position, as determined by the Chief Academic Officer or designee. Please see corresponding duty statement for specific title and salary information.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the assigned supervisor the Coordinator plans and oversees activities and operations in their assigned department(s) as directed; may supervise direct reports; and provides responsible and complex administrative support to assigned supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Coordinate, develop, expand, support, and oversee activities and operations related to assigned department(s) as directed; supervise and evaluate direct reports if applicable; assist with the recommendation of updates to policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Monitor appropriate work flow, office procedures and protocols, priorities and work assignments to meet the needs of the District and the community.
- Assist in the implementation of goals, objectives, policies, and priorities for assigned department(s).
- Provide technical and intellectual expertise to assigned supervisor regarding assigned functions; formulate and develop practices and procedures with oversight from assigned supervisor.
- Provide leadership and direction for the effective and efficient day-to-day operations.
- Ensure dissemination of information and promotes effective departmental communications.
- Observe, consult with, and assist staff in implementing district programs.
- Supervise, train, motivate and evaluate assigned personnel, if applicable, and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies.

## **Coordinator – Continued**

- Promote teamwork by sharing knowledge and providing cross-training for employees.
- Assist with the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Analyze and use data to develop long and short-range plans to improve systems and processes.
- Upon direction, attend Board meetings; prepare and present information at Board meetings as requested.
- Attend and participate in professional development opportunities to stay abreast of changes and new developments in education.
- As required, assist Principals in the development of school programs.
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the assigned supervisor.
- Oversee execution of assigned budgets as directed.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Technical aspects of field specialty.
- Management skills to analyze programs, policies and operational needs.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code related to assigned department(s).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping, office organization and clerical skills.
- District organization operations, policies, goals and objectives.

### **Ability to:**

- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be deeply committed to learning and to teaching others.
- Be self-motivated and approach problem solving proactively.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.

## Coordinator – Continued

- Show self-control, especially under pressure.
- Exercise discretion and confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Work independently.
- Assist in implementing systems, structures and protocols for clarity.
- Direct the operations, services and activities related to assigned department(s).
- Assist in the administration of department goals, objectives, and procedures.
- Plan, organize, and coordinate the work of direct reports.
- Set clear, realistic, time-bound, and measurable objectives and goals.
- Plan and organize work to meet schedules and deadlines.
- Supervise, train, motivate and evaluate assigned personnel, if applicable.
- Give corrective feedback in a manner that inspires accountability among direct reports.
- Assist in the preparation of clear and concise administrative and financial reports as directed.
- Assist in the administration of large and complex budgets as directed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Review and analyze complex issues, propose solutions and implementation strategies, and bring plans to completion under the direction of assigned supervisor.
- Relentlessly seek improvement through our Cycle of Continuous Learning and Improvement.
- Under the direction of assigned supervisor apply Federal, State and local policies, laws and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional relationships with the Board of Trustees, Superintendent, members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Maintain consistent and punctual attendance.
- Maintain effective audio-visual discrimination and perception for:
  - Making observations
  - Communicating with others
  - Reading and writing
  - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
  - Making sound decisions
  - Demonstrating intellectual capabilities

### **PHYSICAL ABILITIES**

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

## **Coordinator – Continued**

Please see corresponding duty statement for additional physical ability requirements, if applicable.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor's degree or higher from an accredited college or university with major in education, education administration, public administration or a related field that would be applicable to assigned department(s).
- Experience: Three years of increasingly responsible experience in related field, preferably in a public education setting.

Please see corresponding duty statement for additional education and experience requirements, if applicable.

### **LICENSES AND CERTIFICATES**

- Valid California driver's license
- Valid administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility

Please see corresponding duty statement for additional licenses and certificates requirements, if applicable.