

**FRESNO COUNTY OFFICE OF EDUCATION
MANAGEMENT POSITION**

Effective: February 6, 2013

CLASS TITLE: COORDINATOR II, REGIONAL OCCUPATIONAL PROGRAM (ROP)

BASIC FUNCTION:

Under the direction of the Administrator of the Fresno ROP program plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; formulate and develop systems, policies, standards and procedures in compliance with a variety of Federal, State and local laws, rules and regulations; serve as a technical resources and provide training concerning assigned program; with emphasis in curriculum, program planning and development, district budget development and planning, serving as a liaison with district student career guidance services; staff development, and other duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with the planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Contact individuals, districts or outside organizations to promote programs, functions, activities, goals and objectives; coordinate and arrange for advertisements and other publicity as assigned.
- Coordinate communications, information and resources to assure smooth and efficient activities of the assigned program(s).
- Coordinate special events as assigned.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, budgets, financial activity, projects, compliance, staff development and assigned duties; assist with grant coordination and preparation as assigned.
- Present information concerning operations and activities of assigned program, function or instructional area.
- Research, compile, evaluate, and maintain technical data related to ROP which may include but not be limited to: statistical records and reports related to attendance, budgets, projects, compliance data, and staff development. Train, coordinate, supervise and evaluate assigned personnel; assist with the interview and selection process of employees and recommend transfers, reassignment, termination and disciplinary actions; recommend employment decisions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures as required.
- Visit County Office and district sites to monitor activities and assist personnel; respond to inquiries and provide detailed and technical information concerning related functions, curriculum, activities, standards, requirements, time lines, laws, codes, rules, regulations, policies and procedures. Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education;

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events
- Maintain a neat, uncluttered, sanitary, safe and aesthetically appealing workspace.
- Operate of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office and administrators, personnel, outside organizations and the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area; ; Work collaboratively with assigned supervisor, team members, and district representatives to assure the effective and efficient operation of the assigned program.
- OTHER DUTIES:
- Ability to work a flexible schedule to attend evening and weekend meetings, conferences and/or trainings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic education budget principles.
- Planning, organization, coordination and implementing the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or training activities.
- Public speaking techniques.
- Research methods, report writing and record keeping techniques.
- Standards of training and providing work direction.
- Applicable sections of the State Education Code; Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
- Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- County Office organization, operations, policies and objectives.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Theoretical and technical aspects of field of specialty.

ABILITY TO

- Analyze and evaluate situations accurately and adopt an effective course of action.
- Assist with the planning, organization, coordination, and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
- Coordinate communications, information, personnel, and resources to assure smooth and efficient activities within job assignment and/or assigned program.
- Prepare and maintain a variety of reports and files within job assignment and/or assigned program.

- Prepare, maintain and develop appropriate systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Train and provide work direction and guidance to assigned personnel.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, punctual and regular attendance.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office administrator(s), personnel, outside organizations and the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION:

- Bachelor's Degree.
- Master's Degree preferred

EXPERIENCE:

Four years increasingly responsible educational experience working in field related to assigned program, function or instructional area. Agriculture & Natural Resources and/or Health Careers background preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Credential.
- Valid California Administrative Services Credential is preferred.
- Valid California driver's license.
- Incumbent must be insurable at the standard rate by the employer's insurance carrier at all times while employed by FCOE.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

WORKING CONDITIONS

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.