



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Williams Act Team Member (Temporary) CERTIFICATED #4000
Educational Services

SALARY PLACEMENT: Short Term Employee Daily Salary Schedule
Range 2, Step K - \$250.00/day

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, valid California Teaching Credential, and Administrative Credential. Minimum of five years of school site administration or district experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience or knowledge related to Williams Act. Knowledge of curriculum adoption process. Knowledge of facilities management.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess outstanding communication skills, both verbal and written. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under supervision of the Williams Act Coordinator, the team members will conduct site visits to review instructional materials and school facilities in accordance with the California Educational Code. Site visitations must be completed within the first four weeks of the new school year. The Coordinator will collaborate with team members to assist with completion of final reports.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school site administration and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Communicate visitation findings to site administration.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Assist in preparing final reports.
11. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

12. Sit and stand for extended periods of time.
13. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
14. Hear and understand speech at normal levels and on the telephone.

15. See and read the computer screen and printed matter with or without vision aids.
16. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
17. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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