



Job Description

POSITION TITLE: Coordinator II #6016
After School Programs
Comprehensive Health
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor of Arts Degree.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess valid California Teaching or Pupil Personnel Services Credential. Five years of experience working in a related field. Experience working with schools in planning and implementing after school programs. Three to five years classroom teaching experience. Possess a master’s degree in a related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. 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 create and follow policies and procedures. Ability to oversee and manage budgets. 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal after school programs and successful intervention programs. Ability to conduct professional development, and communicate persuasively and effectively.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Director of Comprehensive Health Programs, this position will support the implementation of after school programs to promote and support students learning needs. In addition, this position will evaluate the quality of after school programs and ensure compliance with federal and state evaluation requirements and categorical program monitoring. This position will communicate and integrate programs effectively with other programs within SJCOE, and write grants for additional funding.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, state and federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Serve as an after school resource to school districts and after school providers.
14. Interpret after school policy and regulations to ensure compliance.
15. Organize and facilitate after school advisory committee comprised of local school districts, community based organizations and other community resources serving after school.
16. Provide professional development for after school providers in identified research validated curriculum, best practices and other subject areas related to after school activities.
17. Promote after school activities via newsletters, educational updates, and website.
18. Provide technical assistance to after school sites.
19. Research funding availability for after school programs and coordinate grant application preparation, including reading and writing grants, as appropriate.
20. Serve as a liaison between the San Joaquin County Office of Education and other community and public agencies involved in the delivery of after school programs.
21. Oversee afterschool program federal, state and local evaluation.
22. Ensure after school compliance and participate in categorical program monitoring review for after school sites.
23. Coordinate services of local and county agencies for districts as requested.
24. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. 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 environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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