



## Job Description

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**POSITION TITLE:** Coordinator IV #6194  
County Operated Schools and Programs (COSP)

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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**SUMMARY OF POSITION:**

Under the general direction of the Assistant Superintendent and the Division Director, the Coordinator IV provides instructional leadership and supervision of multiple school locations. In addition, the Coordinator IV will perform teacher evaluations, oversee special programs as assigned, plan and conduct staff meetings, and participate fully in the leadership team and extracurricular activities of County Operated Schools and Programs.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Possess a valid California Teaching/Services Credential and possess or be eligible for an Administrative Services Credential. Experience working for a school district or county office of education.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree. Three years' classroom teaching experience. Administrative or supervisory experience. Knowledge of court, community, and charter school policies and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- coordinate and conduct a variety of events and activities

Possess:

- excellent reading, writing, communication, and analytical skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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

**DISTINGUISHING CHARACTERISTICS:**

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

**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 developments, 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 timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Fully participate in the COSP Leadership Team and extra-curricular activities.
14. Promote COSP schools through growing and strengthening relationships with districts.
15. 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, 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.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

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