



Job Description

POSITION TITLE:	Coordinator IV Venture Academy Family of Schools County Operated Schools Programs	#6117
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, a valid California Teaching or Pupil Personnel Services Credential, a valid Administrative Credential, a certificate of eligibility, or be eligible to apply for a Waiver, or Intern Administrative Credential. Experience working for a school district or county office of education.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess Master's Degree in the educational field. Possess three to five years of administrative or supervisory duties related to an educational setting. Bilingual (Spanish) speaking preferred. Knowledge of charter school policies and regulations. Experience with the WASC accreditation process.

KNOWLEDGE, SKILLS, AND ABILITIES:

The individual must demonstrate an enthusiasm for leading and embracing a culture of learning in a non-traditional setting. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to coordinate and conduct a variety of events and activities. 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. 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:

Ability to work well with people in a variety of settings. Possess excellent reading, writing, communication and analytical skills. Enjoy finding solutions to complex issues. Knowledge of Student Study Teams, Individualized Educational Plans, and 504's. Familiar with A-G and NCAA high school course requirements and submissions. Experience with student discipline policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels

SUMMARY OF POSITION:

Under direction of the Division Director, 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 extra-curricular activities at Venture Academy Family of Schools.

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, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent 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. Fully participate in the Venture Academy Leadership Team and extra-curricular activities.
14. 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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