Certificated Management

Program Coordinator

Definition:

Provide professional management and administrative assistance in the organization and direction of multiple programs for the County Office and possibly adjacent counties; objectives and priorities; provide administrative direction to certificated and classified staff; suggest and oversee the administration of services provided to districts and charter organizations served by the County Office; serve under the direction of a Specialist, Director, Assistant Superintendent, Deputy Superintendent and County Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services and perform related duties as assigned.

Distinguishing Characteristics:

- Working with Assistant Superintendent, Deputy Superintendent, incumbent provides leadership and exercises administrative responsibility for programs and services within the County Office and the region.
- Advises decisions of critical consequence affecting how service areas will be organized, administered and managed, as well as what short and long-term objectives and plans are most appropriate.
- Administers programs through subordinate management and supervisory personnel.
- Confers with Assistant Superintendent, Deputy Superintendent, and other officials to propose, plan and direct activities, implement decisions, justify or defend decisions.

Supervision Received and Exercised:

General and specific administrative direction is provided by Specialists, Directors, Assistant Superintendents and/or Deputy Superintendents. Responsibilities of PROGRAM COORDINATOR include providing administrative direction to certificated and classified staff as assigned.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Represent the County Office and the County Superintendent with the highest level of ethics and cooperation in support of its mission at all times.
- Provide administrative leadership in directing, managing and participating in the identification, development and implementation of departmental goals, objectives, policies, priorities, service programs and procedures.
- Translate the County Office's educational philosophy, goals and objectives into active terms that directly benefit teachers and students of the county office and local school districts.
- Ensure that all educational programs and activities are operated within the limits and the intent of the state and federal law.
- Assist the Specialists, Directors, Assistant Superintendents and Deputy Superintendents in the determination of resource allocation and levels of service according to established policy; oversee the preparation and execution of the budget for the instruction division.

- Supervise and monitor the county office personnel practices and procedures; practice and maintain sound personnel policies and procedures.
- Work to improve the quality of educational services and programs to the districts, charter school organizations, and other educational entities; assist school districts and other educational entities to implement educational programs or procedures mandated, requested or recommended by the California State Department of Education.
- Facilitate and lead County Office initiatives and programs comprised of district, agency and business partnerships.
- Work cooperatively with leaders of other administrative programs in integrating and coordinating individual effort into a unified program for the County Office.
- Devise, share, and practice comprehensive and effective systems of record keeping in accordance with the needs of the County Office programs and the policies, regulations and laws affecting those programs.
- Remain informed and share knowledge of developments and innovations in the field by reading current literature, attending professional association meetings, conferences and by discussing developments and issues of mutual interest with others in the field.
- Prepare and submit reports and other documents as requested; oversee development and publication of other documents within the office; participate in the development of general messages as requested.
- Provide input for the development of new programs, self-supporting services and strategies for streamlining services.
- Plan, design, implement, evaluate and coordinate delivery of services in Sonoma County Office of Education's scope of influence working through appropriate staff; implement as assigned appropriate changes and improvements to ensure equity-centered, effective, cost-efficient programs.
- Research and analyze administrative, fiscal and operational problems; review findings and suggest solutions.
- Meet with a variety of federal, state, regional and local officials regarding current and future policy and procedural aspects of Sonoma County Office of Education programs and functions as assigned.
- Assist in the election, training, supervision and evaluation of staff.
- Perform other duties as assigned.

Employment Standards:

Knowledge of:

- Education Code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Principles and practices of modern management including personnel administration, administrative planning, organizational development, budgeting, collective bargaining, purchasing and information processing.
- Funding sources for educational programs and the variety of related regulations, controls and reporting procedures.

Practice the following:

- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources.

- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
- Engage in equity-centered decision-making while implement technical support of the internal and external colleagues and developing educational programs.
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively.
- Provide advice related to budget(s) in area(s) of responsibility; anticipate revenue and expenditure needs and changes.
- Plan, organize and conduct training, in-service and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities as determined by the districts' needs assessment, external audits, and data for underserved and marginalized students of the county.
- Assume primary responsibility and/or provide input regarding the maintenance and operation of site(s); providing a safe and healthful environment for students, staff and clients.
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards.
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, rulers, insert graphics, use borders, print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, print a new or existing spreadsheet and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.

Education and Experience:

Education:

- Master's Degree from an accredited institution of higher education is required.

Experience:

- In management positions with progressively increasing responsibility and professional experience in the field of education.
- In staff development and/or in-service training experience.

Credentials:

- Appropriate valid California Teaching Credential or Pupil Personnel Services and Administrative Services Credential.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records check must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Created: May 2023
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services