

**Pleasanton Unified School District  
Job Description**

TITLE: Coordinator III, Educational Options

CLASSIFICATION: Certificated Management

REPORTS TO: Director of Educational Options

**DESCRIPTION:**

This position has the responsibility of coordinating, implementing, and evaluating Educational Options schools and programs including the continuation high school (Village High School), independent study school (Pleasanton Virtual Academy), Adult Transition, Extended School Year, Summer School, and additional Extended Learning programs as funded through a variety of sources, included but not limited to LCAP, Extended Learning Opportunities (ELO) grants and other monies.

**PERFORMANCE RESPONSIBILITIES:**

- Assists in overseeing programs and schools within Educational Options, including but not limited to, Adult Transition, Pleasanton Virtual Academy, and Village High School.
- Overseeing the management of the supplementally-funded academic intervention programs at the school sites and summer school program which includes: scheduling classes/tutoring sessions, developing program goals and measurable outcomes, recruiting, selecting and supervising staff.
- Planning for the effective use of District adopted curriculum materials, instructional supplies, equipment, facilities, and school grounds to be used in summer school, and Saturday sessions.
- Working collaboratively with site administrators to recruit, train, evaluate, and assign staff to the summer school program and other extended learning opportunities.
- Working collaboratively with the Assistant Director of Special Education or designee to plan and implement the state mandated Extended School Year program for students in Special Education.
- Working cooperatively with site administrators in developing academic intervention classes for summer, Saturdays, and/or additional tutoring sessions.
- Preparing regular written communication to parents/guardians and school sites regarding program offerings and outreach.
- Evaluating course offerings, tutoring sessions, and adjusting programs accordingly.
- Monitoring efficient and accurate student attendance records during such extended learning sessions.
- Working collaboratively with school site personnel to review disaggregated student achievement data results to identify students to participate in the program offerings.
- Developing incentives to increase student participation.
- Directing and facilitating the implementation of professional development and training.
- Updating staff on revised policies and procedures and implementing changes pertaining to extended learning opportunities.

- Evaluating and analyzing both quantitative and qualitative student performance data results at each school site to monitor the overall success of the summer school program, intersession, tutoring, and all extended learning opportunities.
- Implementing, maintaining, and monitoring a budget control system for program funds that meets the accounting standards of the District.
- Submitting all requested reports and completing assigned tasks in a timely manner.
- Establishing and maintaining cooperative working relationships with other District departments.
- Performing other related duties as assigned.

**KNOWLEDGE OF:**

- State LCAP and grant funding sources for educational programs.
- Regulations and requirements pertaining to student athletes.
- Policies and practices related to alternative schools and programs.
- Applicable educational laws, codes, regulations, policies, and procedures Principles and practices of effective training, supervision, and evaluation.
- Special education laws, codes, regulations, policies and procedures.
- English language learner programs and respective federal and state guidelines and mandates.
- State and District curriculum standards and programs.

**ABILITY TO:**

- Ability to oversee grant-funded programs.
- Work on a flexible schedule in order to supervise summer school, Saturday, intersession and evening programs.
- Organize and facilitate committees, in-services, and professional development activities.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate a computer and assigned office equipment.
- Train, supervise, and evaluate assigned staff.
- Meet timelines and work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.

**TRAINING AND EXPERIENCE:**

- Administrative Services Credential.
- A combination of at least five years successful K-12 teaching and increasingly responsible supervisory experience.
- Master's Degree desirable.

**TERMS OF EMPLOYMENT:**

220 days, Management Salary Schedule (Certificated)

BOARD APPROVED: May 6, 2021  
REVISED APPROVED: May 8, 2025