



## Job Description

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**POSITION TITLE:** Coordinator II, Student Engagement, and the Arts #6340  
Student Engagement and the Arts  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

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**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the Director of Student Engagement and the Arts, this position is responsible for supporting and growing arts programs and student events. The role involves supporting and developing arts programs, including Arts Professional Development, Artists in Residence, County Arts Shows and Performances, County Arts Camps, and arts programs in county-run schools. Additionally, the coordinator will manage student events, including academic competitions within the department primarily held on weekends and nights, with most events occurring from January through May.

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

Possess a Bachelor's Degree in an educational field or related field. Experience of an extraordinarily related nature may be substituted for degree requirements

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

Possess a Master's Degree. Three years classroom teaching experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- supervise, and lead staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- plan, coordinate, complete, and provide leadership for programs designed for students grades TK-12 from throughout San Joaquin County
- provide instruction leadership and guidance to teachers in the classroom
- function in a leadership role in setting agendas and conducting meetings on a regular basis
- communicate and integrate programs effectively with other members of the Education Services Department as well as teachers, administrators, and students
- evaluate the quality of student programs with an eye on innovating new programs and enhancing and upgrading existing ones
- speak and make presentations before large groups of people

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- proficiency in various modes of writing
- 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. Assist at state and national competitions whenever possible.
14. Ability to learn, run and maintain scoring programs as needed for academic competitions.
15. Coordinate state competitions when required by the program.
16. Attend statewide coordinators meetings.
17. Publicize student/school successes through local newspaper, the SJCOE website and the SJCOE Outlook.
18. Encourage community participation as event volunteers.
19. 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.

**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.