

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Coordinator of Special Programs

**REPORTS TO:** Assistant Superintendent of Educational Services and Pupil Services

**DEPARTMENT:** Educational Services

**CLASSIFICATION:** Certificated Management

**FLSA:** Exempt

**SALARY:** Management Salary Schedule

**Revised:**

**Board Approved:** June 9, 2026

**BASIC FUNCTION:** Under the supervision of the Assistant Superintendent of Educational Services and Pupil Services, the Coordinator of Special Programs serves as a critical resource to the teachers, school and district administrators. The Coordinator of Special Programs leads the development, implementation, and monitoring of Expanded Learning Opportunities Programs (ELOP), After School Education and Safety (ASES), and related extended learning programs. The position oversees program design, staffing, materials, compliance, and evaluation to ensure high-quality enrichment opportunities that support student achievement and align with district, state, and federal requirements. The Coordinator of Special Programs will lead in the development, implementation and monitoring of federal, state and school data and assessments.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Coordinates and supervises Expanded Learning Opportunities Plan (ELOP), After School Education and Safety (ASES) and AMIRA to ensure compliance with grant implementation.
  1. Serves as administrator for the District's Before and After School Program.
  2. Interprets and applies law, policy and procedures applicable to the delivery of ELOP, ASES.
  3. Designs program framework, overseeing implementation of the program, supervising the day-to-day operation of the program, and monitoring the overall effectiveness of the program through regular site visits to ensure safety and effective program delivery.
  4. Aligns fiscal, human and material resources to support positive student outcomes and extend student learning.
  5. Participates collaboratively in meetings with District staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals.
  6. Develop and maintain systems of accountability in monitoring attendance, enrollment, and required program elements.
  7. Ensure compliance with grant goals and assurances and program alignment with California State Content Standards.
- Coordinates summer and holiday intersession programs and evaluates program outcomes to recommend improvements.
  - a. Develops schedules, operational plans, and program structures.
  - b. Coordinates logistics including staffing, facilities, transportation, and materials.

- Coordinates and monitors the implementation and execution of all National, State, District and school site testing to ensure compliance with the intention of driving student achievement through a system of continuous improvement.
  1. Develops, evaluates and monitors data from Illuminate and Synergy to assist school site administration with accurate and timely data for reflections.
  2. Plans, coordinates, and oversees the daily operations and maintenance of the District's computerized Data and Assessment (DnA) management system, assuring integrity of data reports.
  3. Provide technical training to support school site and District staff in, data entry techniques, and in the use and troubleshooting of the computerized Data and Assessment (DnA) management system.
  4. Supports district-wide K-8 implementation of the Instructional Design for ELA and Math.
  5. Supports district Meta and Mega Data Reflections and Learning Walks in order to improve instruction and increase student achievement.
  6. Review data, computer produced reports and documents for completeness, accuracy and compliance with established guidelines; verify the accuracy and completeness.
- Coordinates programs and services for English Learners, District language assessment program, and Assessment Center.
  1. Monitors and assists sites with EL program and service mandates and timeline requirements.
  2. Assists in the development of programs designed to increase English proficiency.
  3. Reviews and maintains working knowledge of the District and state curricular standards, frameworks and California standards for the teaching profession.
  4. Assists with reviews and refinements of curriculum by developing, selecting and acquiring instructional materials appropriate for English Learners of all languages.
- Provides leadership support to principals and their school sites.
- Supervises and evaluates assigned certificated and classified staff.
- Coordinates, develops, and provides professional development and training for teachers, support staff, parents, administrators and site office staff in the areas related to their job duties.
- Keeps apprised of the latest educational research, regulations, materials and processes in assigned areas of responsibility.
- Attends meetings and conferences related to areas assigned and disseminates information to site and district staff.
- Perform other duties as assigned.
- Provide school support as needed.

**MINIMUM QUALIFICATIONS:**

- Single or Multiple subject credential
- Administrative Services Credential
- A valid California Driver's License
- Prior effective administrative experience.
- CLAD or BCLAD

**DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)
- Knowledge of Common Core State Standards
- Knowledge of Microsoft programs, Google, and basic computer systems
- Knowledge of ESSA
- Knowledge of Synergy and Illuminate database
- Knowledge of State and Federal Program requirements & ASES policies and regulations.

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions. Various district and school locations.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.