

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: SPECIAL PROJECTS COORDINATOR

BASIC FUNCTION:

Under the direction of the Superintendent or designee, design, implement, and manage professional development activities, coordinate grant funds, and support mentor districts. Provide training and support that enhances an educational institution's ability to train, support, and retain teachers to increase student success.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, manage and oversee special projects and grant-funded programs; assure programs and funding allocations are in compliance with local, State and federal laws, rules and regulations; participate in the development and implementation of policies and procedures to meet program goals and objectives.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with outside organizations to meet the needs of students.

Prepare and maintain a variety of narrative and statistical records, files and reports related to grants, grant-funded programs, budgets, income, expenditures, reimbursements, contracts and assigned duties.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Coordinate and conduct trainings to facilitate staff development in a variety of areas related to teacher induction, grant-funded programs and activities; attend and participate in meetings.

Maintain current knowledge of local, State and federal regulations concerning grant-funded projects.

Mentor and work closely with pre-assigned teachers to provide support and assistance.

Function as a methodology specialist to provide information and guidance to teachers pertaining to instructional methodologies and resources, effective teaching strategies classroom management, and lesson plan design and development.

Meet with assigned teachers and coordinate site visits. Conduct classroom observations and provide peer coaching follow-up and feedback pertaining to effective teaching strategies and student motivations.

Consult with administrators regarding instructional matters, staff development and curriculum.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and management of special projects and grant-funded programs.

Fiscal management of grant-funded programs.

Grant application and proposal preparation.

Budget control.

Effective teaching strategies and peer coaching techniques.

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.

Classroom procedures which promote appropriate student conduct and motivation for student learning.

Career and technical education principles, practices, techniques and procedures of assigned subject areas.

Development and implementation of lesson plans.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize, manage and oversee grant-funded programs.

Coordinate and manage fiscal operations of grant-funded programs.

Interpret, apply and explain rules, regulations, policies and procedures.

Assure proper allocation of funds within State and federal guidelines.

Provide instruction and guidance to others in a variety of assigned subject areas to facilitate effective teaching skills and/or to enhance existing instructional skills.

Maintain current knowledge of career and technical education practices and procedures. Reinforce and model Effective Teaching Strategies concepts and practices.

Monitor and observe teacher progress according to approved policies and procedures.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Operate a computer and assigned software.

Maintain records and prepare comprehensive narrative and statistical reports.

Plan and organize work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree, a clear Career Technical Education Credential and 5 years of full-time teaching experience in a CTE classroom.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023 will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Proof of valid automobile insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally
Lifting and carrying moderately objects as assigned by the position.