



Job Description

POSITION TITLE:	Coordinator II	#6123
	Accountability, Williams' Act, and College Readiness	
	Continuous Improvement and Support	
	Educational Services	

SALARY PLACEMENT:	Management Salary Schedule
	Range 12

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience working with data in an education setting. Experience working with State and Federal educational accountability and assessment programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Credential. Five years of successful experience as a classroom teacher. Experience working with schools and/or districts. Experience working across all grade levels. Experience in working with state curriculum/instruction or accountability projects. Experience leading school and district curriculum development and professional development planning and implementation. Five or more years of experience as a site or district administrator. Experience in completing Williams Act Legislation requirements. Experience working with program improvement schools and/or districts. Experience planning, identifying or developing counseling programs and counseling resources.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Knowledge of Every Student Succeeds Act (ESSA). Knowledge of Williams Act Legislation. Knowledge of State Accountability and Assessment System. Ability to analyze data and develop a plan for student improvement. Possess 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.

UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Experience working with English Learners, low-income pupils, foster youth, students with disabilities and other underperforming student groups. Ability to analyze data and create reports to help districts/sites identify and assist low performing students.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, this position will compile data and create comprehensive reports for low-performing districts/schools within San Joaquin County. This position will analyze and work with others to make recommendations on improvement activities for schools and/or districts. This position will coordinate all the San Joaquin County Office of Education's student assessment responsibilities, and work closely with managers within Education Services (other County Offices of Education and California State Department of Education staff) to implement various state and federal intervention programs. The Coordinator will

implement the provisions of the Williams Settlement. These include; sufficiency of textbooks, adequacy of school facilities, accuracy of school site School Accountability Card (SARC), teacher misassignments, and review of the uniform complaint processes. The Coordinator will provide expertise and guidance regarding ESSA and current California student assessment programs. The Coordinator will coordinate the Counseling Network and Counseling Summit.

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 development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
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. Visit districts/schools to compile and interpret data results. Interpret data results from state and federal intervention tools.
14. Provide technical assistance to districts and schools (including program improvement sites) regarding the state and federal assessment programs.
15. Provide Title 3 Program Improvement and CONAP reporting support to COSP and Direct Service districts.
16. Collaborate with other Education Services Managers, school staff, and district staff to analyze data, create, and monitor an improvement plan for a district/school.
17. Work with districts to implement requirements of Every Student Succeeds Act.
18. Coordinate all the San Joaquin County Office of Education's student assessment responsibilities.
19. Organize, implement, and deliver research-based professional development in the area of school improvement and assessment.
20. Coordinate the Counseling Network and Counseling Summit for San Joaquin County Office of Education.
21. 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/typewriter, 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 office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.