



Job Description

POSITION TITLE:	Coordinator IV	#6044
	Educational Data, Assessment and Compliance	
	County Operated Schools and Programs	
	Student Programs and Services	
SALARY PLACEMENT:	Management Salary Schedule	
	Range 14	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs (COSP), the Coordinator IV will manage budgets and data and create comprehensive reports for COSP's Court, Community and Charter Schools. The coordinator will also analyze and work with administrators to make recommendations on improvement activities and provide expertise and guidance regarding the current California student assessment programs. The person in this position will work with administrators and assist in coordination of COSP's student assessment responsibilities and work closely with administrators within COSP to implement various state and federal intervention programs. This position will coordinate and direct COSP's School Site Councils, Consolidated Applications, LEA Plans, Single Plans for Student Achievement, School Accountability Report Cards and ensure that all compliance documents are aligned. This position will lead discussions on data with administrators and staff. This position will also coordinate and facilitate professional development for administrators and staff as it pertains to state and federal accountability programs. Other responsibilities will be to monitor budgets to ensure expenditures align with the LCAP's and SPSA's and follow all federal and state guidelines; and coordinate and collect annual parent, student and staff surveys and assist in compiling and monitoring the data.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Experience working in a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master of Arts Degree and working knowledge of the Local Control Accountability Plan and Single Plan for Student Achievement. Five years of experience working in a related field. Three years of experience working with data in an education setting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- State and Federal educational accountability system, and knowledge of current California student assessment programs

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- coordinate and facilitate meetings

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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 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. Align all expenditures with LCAP's, SPSA's and SB740 requirements.
14. Assist in compiling and interpreting data results. Interpret data results from state and federal intervention tools.
15. Provide technical assistance regarding the state and federal assessment programs.
16. Collaborate with other COSP managers and school staff to analyze data, create, and monitor an improvement plan and assistance for site/school.
17. Knowledge and ability to explain how a site/school enters and exits differentiated assistance. Assist in coordinating all of COSP's student assessment responsibilities.
18. Organize, implement, and deliver research-based professional development in the area of differentiated assistance and state and federal accountabilities, including establishing and supporting advisory councils and strategies to effectively develop state and federal accountability documents, including the LCAP and SPSA.
19. Develop and monitor measurable outcomes for the LCAP and SPSA.
20. Adhere to the California Content Standards, State Frameworks, and assessments.
21. Provide sites/schools with information regarding the interpretation of their student data.
22. Support COSP court, community, and charter schools in their data review, annual update and LCAP development process.
23. 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 office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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