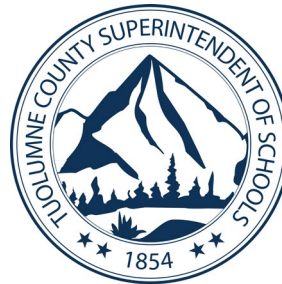


**TUOLUMNE COUNTY  
SUPERINTENDENT OF SCHOOLS OFFICE**

175 South Fairview Lane • Sonora, CA 95370  
(209) 536-2000



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**POSITION: Coordinator VIII,**

**DISCRIPTION OF PROGRARM**

Under the supervision of the Deputy Superintendent, Assistant Superintendent, or designee the Coordinator VIII will provide leadership and coordination in the ongoing development and improvement of the schools and programs operated by the county, and other related student programs throughout the county.

Work collaboratively to maintain a positive climate and culture for students and staff, to plan, organize and direct the programs and activities of the programs assigned; support professional level and office support staff; coordinate and maintain liaison with schools, County Probation, other outside agencies and the community.

The County Superintendent of Schools provides educational opportunities for those students unable to adapt to the regular school program and for those students whose behavior has resulted in an expulsion from regular school. Target populations shall initially be pupils 12-18 years of age and in grades six through twelve. The Community Schools' education is an alternative program that serves the educational needs of students under the protection of Juvenile Court or local school districts. The schools are operated under the provisions of the California Education Code Sections 1980. TCSOS also serves all districts in the county by providing support services for students which includes referral services, mentoring support, etc.

**ESSENTIAL JOB TASKS:**

- Plan, collaborate, coordinate and evaluate instructional programs in accordance with State and Federal laws, regulations and other specially funded program requirements.
- Support and collaborate certificated and classified staff; assist in evaluation of personnel assigned to programs.
- Prepare and present a variety of reports, records, and statistical data regarding school activities, attendance, physical maintenance, and in collaboration with teachers, instructional needs and services.
- Assist in preparation and monitoring of budgets.
- Direct implementation of staff development and training.
- Remain visible on school sites to assure compliance with school rules and to meet regulations.
- Participate in professional organizations.
- Organize, facilitate and participate in school site council or other advisory councils.
- Assure the ordering and maintenance of adequate supplies and instructional materials.
- Establish and maintain communication with community agencies and parent groups; prepare and write bulletins and newsletters.

- Maintain professional competence through participation in in-service education activities provided by the Tuolumne County Superintendent of Schools (TCSOS), and/or self-selected professional growth activities as approved by the County Superintendent.
- Maintain positive working relationships and communication with TCSOS and district staff.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Assist with interpretation of child/family eligibility and programmatic issues.
- Refers families to needed community services.
- Communicate with other administrators, district personnel, agencies, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Monitor pending legislation and trends in education and determine appropriate response;
- Assure compliance with State, Federal, and Local legal requirements and guidelines;
- Develop and implement department goals and objectives;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, and files related to assigned activities and personnel;
- Coordinate California Assessment of Student Performance and Progress (CAASPP) and SmarterBalanced Assessments for Alternative and Special Education programs.
- Provide professional development for Alternative and Special Education teachers in delivering State adopted standards assessments.
- Support districts in meeting requirements of the Local Control Accountability Plan (LCAP) goals specific to homeless and foster youth by monitoring compliance and providing technical assistance.
- Performs other duties as assigned.

#### **KNOWLEDGE OF**

- Comprehensive organization, activities, goals and objectives of alternative education options.
- School law administration and applicable sections of the State Education Code and other applicable laws; including Labor relations law and employee contracts.
- Current state and local standards and frameworks pertaining to student behavior and academic success.
- Federal, state and local laws, codes, ordinances, and evaluations as they pertain to alternative schools.
- County Office organization, operations, policies and objective.
- State facility requirements.
- Public speaking techniques.
- Computer operation, current technologies.

#### **SKILLS/ABILITIES:**

- To relate well with students, establish and maintain positive working relationships with other employees at all levels.
- To plan, organize and control the programs to provide leadership to the staff and students.
- Organize, direct, train, evaluate and supervise assigned staff.
- To manage interpersonal conflict situations requiring tact, diplomacy, and discretion.
- To participate as a team member, and have the ability to understand and interpret rules and regulations, and the ability to adjust to change with a positive attitude.
- Analyze situations accurately and adopt an effective course of action.
- To have the ability to prepare and analyze financial statements and reports.
- Communicate effectively both orally and in writing.

#### **EDUCATION AND EXPERIENCE**

- Any combination equivalent to Bachelor's Degree from an accredited institution of higher learning, preferably in education, administration, or a closely related field; and three or more years of successful

- experience in a field working directly with at-risk youth.
- Previous administrative experience is preferred.
- License or Certification: CBEST preferred
- Possession of a valid California Driver's License. Must maintain insurability.

**LICENSE AND REQUIREMENTS:**

- Valid California Driver's license

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment
- Driving a vehicle to conduct work
- Conditions may include exposure to fumes, dust, odors, cleaning agents and chemicals.

**Physical Demands:**

- Regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear.
- Frequently is required to walk or sit.
- Occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Occasionally lift and or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Be able to see and read a computer screen and printed matter with or without vision aids.
- Must also be able to hear and understand speech at normal indoor and outdoor levels, and on the telephone.

**Time Period:**

- Position is full time, Classified Management, 210 days per year

Updated 9.28.22

6.3.2020

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TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS OFFICE  
is an  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER