

## **IMPERIAL COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of an assigned subject area or instruction-related program for local school districts to enhance student learning and achievement; provide consultation and staff development activities to administrators, staff and faculty to enhance the educational effectiveness of assigned subject area or program.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement the educational services, professional development activities, instructional resources and support functions of an assigned subject area or instruction-related program for local school districts to enhance student learning and achievement; monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students.

Provide consultation and technical assistance to school district faculty, administrators, staff and others concerning assigned subject area or instruction-related program; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Design, develop, implement, coordinate, conduct and follow up to provide staff development activities for faculty, staff and administrators concerning assigned subject area or instruction-related program as directed; prepare and deliver oral presentations and explain related content, curriculum, principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Coordinate activities and provide training and assistance to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards, assessment tools and instructional strategies.

Assist school districts with assuring instructional activities are aligned with established curriculum, assessment and accountability requirements; refer districts to appropriate educational resources; participate in the development and implementation of curriculum standards as directed.

Serve as a liaison and coordinate communications, activities and information related to assigned subject area or instruction-related program between County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships.

March 2006; Revised: 7/06; 9/06; 5/07; 6/07; 8/07; 9/09; 7/10; 12/10; 6/14

Assure adequate materials and resources to meet school support service needs; order and maintain adequate inventory levels of training and various other materials as required; coordinate and arrange services as needed; assist with recruitment activities as assigned; organize and distribute training materials as directed; prepare and set up for training activities and other events.

Provide direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement.

Monitor and evaluate the educational effectiveness of assigned subject area or program services; develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject area or program services in local school districts.

Assist in the development and preparation of annual preliminary budgets for assigned subject area or instruction-related program as assigned by the position; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Participate in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services as assigned; assist with implementing grants and assuring compliance with related requirements as directed.

Maintain current knowledge of educational methods, practices and standards related to assigned subject area or program and related laws, codes, regulations, policies and procedures; assist school districts with modifying services to assure compliance with standards and requirements.

Compile, review and analyze a variety of technical data and information related to assigned subject area or instruction-related program.

Prepare and maintain a variety of records and reports related to programs, budgets, school support, partnerships, meetings and assigned activities; prepare and develop proposals as required.

Operate a variety of office equipment including copiers, projectors, audio-visual equipment and assigned software.

Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities and provide technical advice concerning assigned subject area or program and related services.

Train and provide work direction and guidance to assigned personnel as required.

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Attend and participate in a variety of meetings, conferences, in-services and committees as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**MATHEMATICS OPTION:**

Coordinate efforts to improve the mathematics achievement of K-12 students; design, develop, implement and conduct staff development activities to enhance teacher abilities in providing quality mathematics instruction to K-12 students.

Collaborate with and assist schools in meeting goals of student achievement in the area of mathematics; participate in related planning and logistics for school improvement initiatives.

Provide leadership and direction to assigned grant projects to meet the specific requirements and objectives of the grant.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the educational services, training activities, instructional resources and support functions of an assigned subject area or instruction-related program.

Principles, theories, standards, practices, strategies and procedures involved in enhancing student achievement.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Curriculum standards, interpretation and application in assigned subject area or instruction-related program.

Instructional techniques and strategies related to assigned subject area or program.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to assigned subject area or instruction-related program.

Local, State and federal standards and requirements governing assigned subject area or program.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

**ABILITY TO:**

Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of an assigned subject area or instruction related program for local school districts to enhance student learning and achievement.

Provide consultation and technical assistance to school districts concerning assigned subject area or program and related content, standards, requirements, principles, practices, techniques and procedures.

Design, develop, implement and conduct training and staff development activities for faculty, staff and administrators concerning assigned subject area or program.

Prepare and deliver oral presentations.

Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject area or program in local school districts.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five years educational experience related to assigned subject area or program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.