



Job Description

POSITION TITLE:	Coordinator II, Health Programs Coordinator Comprehensive Health Educational Services	#6224
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Director II, Comprehensive Health, the Health Program Coordinator will provide leadership in coordinating and facilitating all aspects of grant implementation including conducting, organizing and managing professional development activities for grant participants.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Possess a Preliminary or Clear California Teaching Credential, Pupil Personnel Services Credential, School Nurse Services Credential or equivalent.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience with an educational/community-based agency and three years of experience in a leadership position (school site, district, county office or community-based agency/service). Possess a master's or doctoral degree in an education related field and an Administrative Services Credential. Experience and knowledge in mental health services for schools and districts. Experience in implementing projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer and have foundational technical skills
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- *be flexible based on program needs*

Knowledge of:

- assigned software

Possess:

- leadership skills in educational systems and program development
- organizational skills
- a strong work ethic that includes both vision and the ability to implement grant programs
- 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

This position is grant-funded and is available based upon the availability of funds.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design and implement innovative educational programs, ability to write appropriate program and grant documents that meet the goals of project implementation and requirements. Understands educator leadership development and working with novice educators.

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; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
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. Plan, prepare and implement professional development for grant participants.
14. Support participants in their implementation of grant initiatives.
15. 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 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.