



Job Description

POSITION TITLE:	Coordinator IV Administrative Services Office of the Superintendent	#6212
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SALARY PLACEMENT:	Management Salary Schedule Range 14
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MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Education or a related field. Five years of experience working in a school district or county office of education may be substituted for degree requirements. Experience with supervision, training and/or staff development.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Education, School Leadership, or related field. Possess a California Administrative Services Credential. Knowledge of California Education Code. Possess a valid California Notary Public license.

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. 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.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under direction of the County Superintendent, provides a wide variety of complex and highly responsible duties to assist the County Superintendent with administrative and technical details. Serves as the initial contact for the County Board of Education, governing charter board members, CalSTRS, County Registrar of Voters, school district organization committee, school district support, and SJCOE staff.

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, including office staff and grant writers.
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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Attend, take, and transcribe minutes for the County Board of Education meetings, School District Organization meetings, Superintendent Meetings, charter school board meetings, and various administrative meetings.
14. Review and update Superintendent Policies and Administrative Regulations.
15. Prepare and distribute master calendar for County Office of Education and school districts in the county.
16. Organize and direct Executive Assistant meetings.
17. 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.

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