



Job Description

POSITION TITLE:	Coordinator IV Expanded Learning Comprehensive Health Educational Services	#6291
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Division Director of Comprehensive Health, the Coordinator IV, Expanded Learning Programs position will support school districts with their implementation of Expanded Learning Opportunity Programs (ELOP), Afterschool Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) programs and grants. This position plays a key role on the Region 6 Expanded Learning Program team. The Coordinator IV, will assess, arrange and or co-design and deliver professional learning opportunities throughout the county, and region. The position will also support the iterative process of designing, piloting, and evaluating unique expanded learning opportunities so that all learners can become more expert learners.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Four years of experience working in education and program learning.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid Preliminary/Clear California General Education or Special Education Teaching Credential. Five years of experience working in a related field. Experience working with schools in planning and implementing expanded learning programs. Three to five years classroom teaching experience. Possess a Masters Degree in a related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- state and federal expanded programs and successful intervention 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
- conduct professional development
- communicate persuasively and effectively

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/training

- 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; 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. Serve as an afterschool resource to school districts and after school providers.
14. Manages federal and state expanded learning grants.
15. Interpret after school policy and regulations to ensure compliance.
16. Organize and facilitate after school advisory committee comprised of local school districts, community-based organizations and other community resources serving after school.
17. Provide professional development for after school providers in identified research validated curriculum, best practices and other subject areas related to after school activities.
18. Promote after school activities via newsletters, educational updates, and website.
19. Provide technical assistance to after school sites.
20. Research funding availability for after school programs and coordinate grant application preparation, including reading and writing grants, as appropriate.
21. Serve as a liaison between the San Joaquin County Office of Education and other community and public agencies involved in the delivery of after school programs.
22. Oversee afterschool program federal, state, and local evaluation.
23. Ensure after school compliance and participate in categorical program monitoring review for after school sites.
24. Coordinate services of local and county agencies for districts as requested.
25. 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 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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