



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Educational Data and Compliance Venture Academy Family of Schools County Operated Schools and Programs</b>	<b>#6240</b>
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<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>
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### **SUMMARY OF POSITION:**

Under the direction of the Venture Academy Administration, the Coordinator IV will manage budgets and data and create comprehensive reports for Venture Academy. The coordinator will also analyze and work with administrators to make recommendations on improvement activities and provide expertise and guidance regarding the current California laws on student data and charter school requirements. The person in this position will work with administrators to implement various state and federal intervention programs. This position will coordinate and direct Venture Academy's Consolidated Applications, LEA Plans, LCAP, School Accountability Report Cards, federal audits, and other compliance requirements and ensure that all compliance documents are aligned. This position will lead discussions on data and compliance with administrators and staff. This position will also coordinate and facilitate professional development for administrators and staff as it pertains to state and federal accountability programs. Other responsibilities will be to analyze, assess, and monitor budgets to ensure expenditures align with the LCAP and follow all federal and state guidelines; and coordinate and collect annual parent, student and staff surveys and assist in compiling and monitoring the data.

### **MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:**

Possess a Bachelor's Degree. Experience working in a related field.

### **DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree and working knowledge of the Local Control Accountability Plan and Single Plan for Student Achievement. Five years of experience working in a related field. Three years of experience working with data in an education setting.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- State and Federal educational accountability system, and knowledge of current California student assessment programs
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Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

- supervise, lead, and evaluate staff
- oversee and manage budgets
- coordinate and facilitate meetings

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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:**

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program, students, and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, 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. Align all expenditures with LCAP, grant, Title 1, and SB740 requirements.
14. Assist in compiling and interpreting data results. Interpret data results from state and federal intervention tools.
15. Provide technical assistance regarding the state and federal assessment programs.
16. Collaborate with other Venture Academy managers and school staff to analyze data, create, and monitor an improvement plan and assistance for site/school.
17. Knowledge and ability to explain how a site/school enters and exits differentiated assistance. Assist in coordinating all of Venture Academy's student assessment responsibilities.
18. Organize, implement, and deliver research-based professional development in the area of differentiated assistance and state and federal accountabilities, including establishing and supporting advisory councils and strategies to effectively develop state and federal accountability documents, including the LCAP.
19. Develop and monitor measurable outcomes for the LCAP.
20. Adhere to the California Content Standards, State Frameworks, and assessments.
21. Provide sites/schools with information regarding the interpretation of their student data.
22. Support Venture Academy in their data review, annual update and LCAP development process.
23. Manage and oversee facility projects from the identification of needs, creation, and management of budget needs to the completion of projects and facility/maintenance requests.
24. All other duties as assigned.

### **PHYSICAL REQUIREMENT:**

Employees in this position must be able 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 visual 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 in an educational and standard office environment. Employees may come in direct contact with parents, students, SJCOE and school district staff, outside agency staff and the public.

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