



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Student Services County Operated Schools and Programs (COSP)</b>	<b>#6189</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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

Possess a Bachelor's Degree. Experience working in student services for a school district or county office of education, including but not limited to, student attendance, enrollment, discipline, student activities and/or special events. Experience in word processing, spreadsheet, database information systems.

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

Possess a Master's Degree and a California Administrative Services Credential. Three years' classroom teaching experience or working in a position requiring a valid California Pupil Personnel Services Credential. Administrative or supervisory experience. Knowledge of court, community, and charter school policies and regulations. Knowledge of Independent Study and Average Daily Attendance laws and regulations.

### **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 coordinate and conduct a variety of events and activities. 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

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of California Education Code and other laws, codes and regulations pertaining to student enrollment, attendance, discipline, and student activities. Possess excellent reading, writing, communication and analytical skills. Knowledge of budget and accounting processes.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **SUMMARY OF POSITION:**

Under the general direction of the Student Services Director, provides leadership, supervision, including, coordinating and processing various federal and state reports for County Operated Schools and Programs. Creates and plans student activities and events for County Operated Schools and Programs. Establish procedures and assist in all aspects for County Operated Schools and Programs – Student Services Department.

### **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 developments, 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. Coordinate quests, field trips, and off-campus activities.
14. Fully participate in the COSP Leadership Team and extra-curricular activities.
15. Consult with the business department regarding Average Daily Attendance; analyze needs; plan, develop, and implement appropriate services.
16. Perform highly specialized attendance accounting and auditing functions.
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.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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