



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Student Services Venture Academy Family of Schools County Operated Schools and Programs</b>	<b>#6170</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 general direction of the Venture Academy administration, provides leadership and supervision, including coordinating and processing various federal and state reports for Venture Academy. Stays current on independent study law and informs administration of changes and updates to the law, creates processes and procedures for compliance with the law, manages the Student Information System, and oversees the team of student service technicians who audit files and comply with the legal mandates. Establish procedures, provides leadership and supervision, and assists in all aspects for Venture Academy Student Services Department.

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

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 data, 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 charter school policies and regulations. Knowledge of Independent Study and Average Daily Attendance laws and regulations

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

Knowledge of:

- assigned software
- California Education Code and other laws, codes and regulations pertaining to student enrollment, attendance, discipline, and student activities
- program evaluation and data collection

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures as well as supervise and train others to do so
- coordinate and conduct a variety of events and activities

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. Coordinate large-scale student enrollment and other related events.
14. Maintain up-to-date knowledge of SIS requirements and functions for the purpose of maximizing service.
15. Fully participate in the Venture Academy Leadership Team and extra-curricular activities.
16. Consult with the business department regarding Average Daily Attendance; analyze needs; plan, develop, and implement appropriate services.
17. Perform highly specialized attendance accounting and auditing functions.
18. 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.