



## COORDINATOR II

### DIRECTLY RESPONSIBLE TO

Assigned District Administrator.

### PRIMARY FUNCTION

To design, administer, and evaluate education programs and services for the purpose of addressing barriers to equitable education, in accordance with federal, state, and local guidelines and mandates in alignment with district initiatives.

### PROFESSIONAL RESPONSIBILITIES

- Collects, reviews, and analyzes data related to federal, state, county, or district accountability measures for the purposes of monitoring department and district goals, evaluating and revising current practices, and participating in program audits.
- Coordinates the design, implementation, oversight, and evaluation of professional learning, program operations, services for students, curricular resources, and innovative approaches.
- Assists with the development, coordination, implementation, and daily oversight of district and grant-funded educational programs for the purpose of assuring students have full and equitable educational opportunity.
- Observes and provides consultation and collaboration with all relevant stakeholders on current educational practices, to include review of current data as it applies to recommendations/plans for next steps at the student, classroom, site, and district levels, including but not limited to the implementation of individual student plans and designated student groups.
- Attends, participates, or facilitates as a representative of the district office, in individualized student meetings, site-based staff meetings, district meetings, and dispute resolution as assigned. Serve as a resource in the coordination of complex cases, before, during, and after meetings.
- Establishes and monitors department or program budgets.
- Assists in the articulation of students between early childhood programs, elementary, middle, and secondary schools and other transitions as necessary. Works with a variety of stakeholders to ensure effective articulation between programs, school sites, and community programs.
- Serves as a resource in the identification, selection, and use of assessment, instructional, and support materials, curriculum, and methodologies at the student, classroom, site, and district levels.
- Remains current on relevant laws and regulations that pertain to educational best practices and requirements for all students including but not limited to early childhood,



English language learners, foster youth, homeless/transient students, students with special needs, and students who are chronically absent. May assist preparation of compliance, mediation, and dispute resolution materials.

- Addresses educational concerns and serves as a liaison within the community, including other educational entities, families, and other organizations.
- Synthesizes and relays information regarding the implementation of policies and procedures to support the implementation of educational services and legal mandates.
- Evaluates certificated and classified staff as assigned.
- Supports recruiting, hiring, and retaining district/program staff.
- Assists with department and district activities as assigned.

## JOB QUALIFICATIONS

- Master's Degree
- Administrative Services Credential or Certificate of Eligibility.
- Experience in analyzing student data for the purposes of designing programs, interventions, and supports to provide access and equity for students.
- CPR/First Aid
- Curriculum and instructional leadership experiences.
- Demonstrated successful leadership experience in designing and implementing programs to establish equitable access for all students.
- Operate a variety of computer-based programs, i.e., word processing, spreadsheets, student information, and data management systems.
- Knowledge of State and Federal accountability systems and data analysis.
- At least five (5) years of successful classroom teaching/related service provider experience and at least three (3) years successful district-level and/or site administration experience is recommended.
- Valid California Driver's License and availability of private transportation (mileage expense allowance provided).
- Maintain qualification for automobile insurance coverage.

## KNOWLEDGE OF

- Strong oral and written English communication skills.
- Child development and human behavior.
- Systems thinking and the cycle of continuous improvement.
- Laws and regulations as they pertain to education.

## ABILITY TO

- Establish and maintain cooperative and effective working relationships with others.
- Apply interpersonal skills using tact, patience, and courtesy.



- Work with a diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.
- Model trust and effective listening skills.
- Thoughtfully intervene in situations of conflict and demonstrate self-management.
- Analyze and logically evaluate information, issues, and problems.
- Use facts, data, and experience to choose an appropriate course of action.
- Consider a variety of perspectives and potential impact when making decisions.
- Apply the cycle of continuous improvement in planning and goal setting.
- Respond to change in a positive, effective manner.
- Quickly learn new work methods and procedures.
- Prioritize competing or conflicting demands.
- Operate vehicle to travel independently to other district or community locations.

## WORKING CONDITIONS

### ENVIRONMENT

- Indoor and outdoor work environment.
- May need to attend occasional evening and/or out of town meetings.

### PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate a keyboard.
- Sit or stand for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Seeing to read, prepare, and review a variety of reports and to monitor teacher and student interactions.

## SALARY

In accordance with Certificated Administrators' Salary Schedule