



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR COMMUNITY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8248
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing support services, technical assistance, training and supervision in the implementation of education, parent involvement and social services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with program administrator in developing and implementing educational programs and support services

Provides training and supervision for program staff

Works with staff in determining and ordering equipment and supplies needed for component areas

Meets with program staff regularly to monitor effectiveness of services

Maintains accurate records on the program and provides data and reports to appropriate personnel

Evaluates effectiveness of program

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in area of responsibilities

Two (2) years successful experience in program administration/supervision

Three (3) years of experience in working with families with multi-cultural, multi-ethnic backgrounds

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace