



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

JOB TITLE:	COORDINATOR PROGRAM
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-service as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with Skills U program personnel in developing and implementing educational programs and support services

Provides training and supervision for program staff

Oversees and directs the work of committees and task forces as assigned

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 assigned programs or activities

Provides technical assistance to District and school staff in the areas of assignment

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practices in areas assigned and integrates research in areas of responsibility

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

MINIMUM QUALIFICATIONS

Bachelor's degree in area of responsibilities

Three (3) years of experience in area of assignment

One (1) year successful experience in administration/supervision

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

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.