

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CLASSIFIED COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, coordinate and implement the operations, activities, educational services and support functions of an assigned County Office program or service; coordinate communications, resources and information to meet designated County Office needs and assure smooth and efficient program or service activities.

DISTINGUISHING CHARACTERISTICS:

The Classified Coordinator classification includes positions typically responsible for a single program or service with a budget under \$500,000 and limited or no direct subordinates. Incumbents tend to be subject matter experts in an academic discipline or program. The Classified Senior Coordinator directs a large single program with regional accountabilities or multiple smaller programs or services and may serve as a lead to other Coordinators.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of an assigned County Office program or service such as Environmental Education, Child Care Planning Council, Prevention, Academic Competitions, California Technology Assistance Project and School Readiness; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, resources and information to meet designated County Office needs and assure smooth and efficient program or service activities; assist in the development and implementation of related projects, plans, strategies, goals, objectives, systems, schedules, events and activities; assist in resolving issues and conflicts related to assigned program or service.

Provide technical assistance to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned program or service; respond to inquiries and provide detailed and technical information concerning related standards, requirements, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, polices and procedures.

Serve as a liaison and coordinate program or service communications, resources, activities and information between County Office administrators, personnel, school districts, outside organizations, families, the public and various local and State agencies; establish and maintain community partnerships; monitor and adjust activities in response to school district, student and family needs.

Research, assemble and compile a variety of technical information and data related to program or service operations and activities; prepare and distribute a variety of materials such as correspondence, fiscal documents, grants, calendars, newsletters, web pages, agenda items and informational materials related to program or service activities.

Coordinate program or service activities to meet County Office and school district needs; provide promotional services to facilitate community awareness of assigned program or service; assure smooth and efficient delivery of assigned services; assist staff and administrators in making decisions regarding assigned program or service; assist in assuring program or service accountability.

Assist in the development and preparation of various budgets for assigned program or service as assigned by the

position; review and evaluate budgetary and financial data; assist in controlling expenditures, coordinating purchases and assuring spending does not exceed established limitations; assist in researching and obtaining grants and other outside funding as required.

Train and provide work direction and guidance to assigned personnel as required; assign staff duties and review work for compliance with established requirements and procedures; provide input concerning applicant interviews and employee evaluations as requested; train and oversee the work of volunteers, interns, mentors and other non-employees as assigned.

Monitor and assess assigned program or service for educational effectiveness and operational efficiency; provide input concerning the development and implementation of standards, policies and procedures to enhance program or service educational effectiveness and operational efficiency.

Prepare and maintain a variety of narrative and statistical records, reports and files related to program or service operations, meetings, grants, budgets, projects, financial activity and assigned duties; process and evaluate various forms and applications related to assigned activities.

Maintain current knowledge of educational methods, practices and standards related to assigned program or service and related laws, codes, regulations, policies and procedures.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various audio-visual equipment as required; drive a vehicle to conduct work.

Attend and assist in coordinating various meetings, conferences, workshops and training sessions as assigned; prepare and deliver oral presentations concerning assigned program or service as directed; assist in the development and implementation of staff development activities as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of the operations, activities, educational services and support functions of an assigned County Office program or service.

Educational programs, services, standards, requirements and procedures related to assigned program or service.

Practices, procedures and techniques involved in the development and implementation of program or service projects, plans, strategies, goals, objectives, systems, calendars, events and activities.

Local, State and federal standards and requirements governing assigned program or service.

Terminology, concepts, methods and procedures involved in coordinating assigned services.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Principles of training and providing work direction.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic public relations techniques.

ABILITY TO:

- Plan, organize, coordinate and implement the operations, activities, educational services and support functions of an assigned County Office program or service.
- Coordinate communications, resources and information to meet designated County Office needs and assure smooth and efficient program or service activities.
- Assist in the development and implementation of related projects, plans, strategies, goals, objectives, systems, calendars, events and activities.
- Provide technical assistance to faculty, staff, administrators, outside agencies, school districts and the public concerning assigned program or service.
- Research, assemble and compile a variety of technical information and data related to program or service operations and activities.
- Assure smooth and efficient delivery of assigned services.
- Monitor and adjust activities in response to school district, student and family needs.
- Train and provide work direction and guidance to assigned personnel as required.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and four years increasingly responsible experience working in an educational or similar area related to assigned program or service. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelors degree, up to a maximum of four years.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid License appropriate to assigned programs and services.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Physical agility to lift 20 lbs to shoulder height.
- Lifting, carrying, pushing or pulling moderately heavy objects.

Grade Allocation: 31	Accountability of time: Director of Dept/Division
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Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division