

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM COORDINATOR

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Program Coordinator directs a large single program with regional accountabilities or multiple smaller programs or services and may serve as a lead to other Coordinators. The Coordinator classification includes positions typically responsible for a single program or service. Incumbents tend to be subject matter experts in an academic discipline or program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned County Office programs and services; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel, resources, staff development functions and information to meet designated County Office needs, enhance student learning and assure smooth and efficient program and service activities; develop and implement related projects, plans, strategies, goals, objectives, systems, schedules, events and activities; resolve issues and conflicts related to assigned programs and services.

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

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

Research, assemble and compile technical information and data related to program and service operations and activities; prepare and distribute materials such as correspondence, fiscal documents, grants, calendars, newsletters, web pages, agenda items, forms 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 programs and services; assure

smooth and efficient delivery of services; assist staff and administrators in making decisions regarding assigned programs and services; conduct special surveys and projects as directed; assure accountability of assigned programs and services and compliance with applicable grant requirements.

Develop and implement staff development and training activities as assigned; develop and maintain related lesson plans and curriculum standards; research, compile, prepare and disseminate related training materials; conduct training sessions as required; prepare and deliver oral presentations.

Develop and prepare budgets for assigned programs and services as assigned by the position; review and evaluate budgetary and financial data; control expenditures, coordinate purchases and assure spending does not exceed established limitations; research and obtain 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; oversee and review the work of contractors and other non-employees as assigned.

Evaluate the performance of designated personnel as assigned by the position; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Participate in the development of curriculum standards; provide activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

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

Prepare and maintain narrative and statistical records, reports and files related to programs, services, meetings, grants, budgets, projects, financial activity and assigned duties; process and evaluate forms and applications related to assigned activities.

Assure adequate personnel and resources to meet the needs of assigned programs and services as required.

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

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

Attend and coordinate meetings, conferences, workshops, special events and training sessions as assigned; present information concerning assigned programs and services as directed.

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 assigned County Office programs and services.

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

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

Local, State and federal standards and requirements governing assigned programs and services.

Curriculum standards, interpretation and application in assigned programs and services.

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

Practices and procedures involved in the development and implementation of staff development activities.

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

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 assigned County Office programs and services.

Coordinate communications, personnel, resources, staff development functions and information to meet designated County Office needs, enhance student learning and assure smooth and efficient program and service activities.

Develop and implement related projects, plans, strategies, goals, objectives, systems, calendars, events and activities.

Provide consultation to faculty, staff, administrators, outside agencies and the public concerning assigned programs and services.

Research, assemble and compile technical information and data related to program and service operations and activities.

Participate in the development and implementation of staff development and training activities.

Assure smooth and efficient delivery of assigned services.

Participate in the development of curriculum standards as assigned.

Monitor and adjust activities in response to school district, student and family needs.

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.

Analyze situation accurately and adopt an effective course of action.

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: Master’s degree and five years increasingly responsible experience working in an educational or similar area related to assigned programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
 Valid California credential 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.

Grade Allocation: 40	Accountability of time: Assigned Administrator
Adopted: 8/19/05	Tasks assigned by: Assigned Administrator
Revised: title change from Cert Senior Coord to Program Coord, grade 40, 8-1-18, minor edits 10-28-2021	Evaluated by: Assigned Administrator
	Hiring authority: Assigned Administrator