



## Job Description

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**POSITION TITLE:** Coordinator I – Coding Specialist #6178  
CodeStack  
Office of the Superintendent

**SALARY PLACEMENT:** Management Salary Schedule  
Range 11

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Associate of Arts or Bachelor’s Degree with a concentration in Computer-Related Technology and/or Business Administration; or equivalent experience in management information systems. Experience in data processing. Experience in full time systems analysis and programming.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Education or training in teaching, instructing or presenting and possess excellent communicative skills. Experience or training working with youth and adults as a volunteer or in paid situation. Experience in developing contacts with employers and providing leadership for committees and projects. Five years’ experience in data processing with three years of full time systems analysis and programming experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Employees in this class are required to have special expertise applicable to the educational program(s) assigned. Basic coding knowledge in any of the following languages: C, C++, Python, Swift, JAVA, JavaScript, or other similar object-oriented programming languages. Fundamental knowledge of: UI/UX fundamentals, HTML, CSS, JavaScript, database concepts and schemas, and basic understanding of software development lifecycle. Knowledge of: procedures, computerized instruction, appropriate strategies for demonstrating information technology techniques.

Ability to follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the participant(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to train and instruct others; operate audio-visual and other instructional equipment. Demonstrate knowledge, skills and abilities related to Computer Technology Careers. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under direction of the CodeStack Division Director, the specialist is responsible for presenting a training program and possess the skills to prepare participants for entry level employment in the coding field. The specialist will be responsible for developing the program, assess and develop the skills of participants, maintain knowledge and attitudes that commensurate to the goals of the program. Performs other work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.

3. Supervise and evaluate training staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, state and federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Utilize a variety of effective and professional techniques and methods, which assist participant(s) in attaining the performance objectives of the course.
14. Annually prepare and submit a course of study including program objectives, participant performance objectives and preparation of course.
15. Provide immediate supervision to all participants while they are at training sites.
16. Submit a report at the completion or termination of a participants training of the total number of hours of training the participant received and the related skills achieved.
17. Submit all forms and information needed for attendance accounting and assessments.
18. Establish an advisory committee which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year.
19. Attend staff meetings and other meetings as required by the Director.
20. Observe the administrative policies as set forth by the guiding administrator.
21. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.