



## Job Description

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**POSITION TITLE:** Coordinator I – Implementation and Training #6076  
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 Degree with a concentration in computer-related technology; and/or experience in training and curriculum development, system implementation and demonstrations. Possess experience in training curriculum development and management for large or small scale training programs for web-based or software-based system.

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

Possess a Bachelor’s Degree with a concentration in computer related technology. Possess five years of management experience in system implementation and training for web applications or software in the areas of business processes, system documentation and training curriculum development and execution. Possess three years of experience in training curriculum development and management for large or small scale training programs for web-based or software-based system.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff and contract employees. Ability to operate a computer and knowledge of assigned software. 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. This position will require extensive travel for implementation and trainings. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of various training strategies and methodologies. Prior work experience in system implementation and trainings and the ability to assess the outcomes and identifying training and developmental needs for the customers to enhance their performance, productivity and the quality work. Prior work experience in coordinating multiple training events. Advanced organizational skills. Previous work experience with management of a System Development Life Cycle (SDLC), customer service, academic measurable assessment system, system support, student data management systems, system testing and quality assurance, system training, and public education.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the CodeStack Director III and CodeStack Coordinator IV, this position will manage the training curriculum for CodeStack’s various systems, conduct sales presentations and system implementations, track new training methods and coordinate professional development for all the training staff.

**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. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Prepare reports as needed for program.
11. Analyze situations accurately and adopt an effective course of action.
12. Oversee and manage budgets.
13. Map out training plans, design and develop training programs.
14. Establish and implement training and system implementation timelines.
15. Coordinate communication with key customer contacts.
16. Responsible for customer satisfaction at the implementation phase.
17. Develop and prepare demonstration, implementation and training materials.
18. Provide new and ongoing training to customers.
19. Maintain updated training curriculum.
20. Maintain an understanding of training trends, developments and best practices.
21. Manage new customer implementations
22. Provide oversight to the Project Leads and support staff for SEIS and SST.
23. 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.