



Job Description

POSITION TITLE:	Coordinator II, Grant Project Coordinator Teacher's College of San Joaquin (TCSJ) Educational Services	#6152
SALARY PLACEMENT:	Management Salary Schedule Range 12	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid Clear California Teaching Credential, classroom teaching experience and experience in a leadership position (school site, district, or county office), working with adult learners and conducting professional development activities and/or implementing grant projects.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and three years of experience in a leadership position (school site, district, or county office). Possess a master's or doctoral degree in an education related field and an Administrative Services Credential. Possess teaching experience in single subject mathematics or science and/or working with diverse learners, including special needs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; possess organizational skills; and has a strong work ethic that includes both vision and ability to implement grant programs. Possess leadership skills in educational systems and program development. Ability to be flexible based on program needs. 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design and implement innovative educational programs, ability to write appropriate program and grant documents that meet the goals of project implementation and CA Commission on Teacher Credentialing requirements. Understands teacher leadership development and working with novice educators.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Division Director, Teachers College of San Joaquin (TCSJ), the Grant Project Coordinator will provide leadership in coordinating and facilitating all aspects of grant implementation including conducting, organizing and managing professional development activities for grant participants.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with staff, school districts, community and business organizations, government agencies, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate and conduct a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning

department programs, services, operations, and activities (staff, instructors, supervisors, SJCOE staff, school communities, etc.).

4. Represent SJCOE/TCSJ 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 Federal laws, codes, and regulations specific to program needs.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Plan, prepare and implement professional development for grant participants.
14. Support participants in their implementation of grant initiatives.
15. Be a faculty member and teach evening classes for Teachers College of San Joaquin.
16. 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 and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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