



Job Description

POSITION TITLE:	Coordinator IV, Code Camp Instructor CodeStack Office of the Superintendent	#6147
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a concentration in Computer Science or Management Information Systems and/or equivalent experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience in programming and/or software or web development; experience in programming training or instruction in a classroom setting; experience in curriculum development in programming; experience in researching programming and/or best practices; experience in developing “modern web apps” including Javascript frameworks (Angular, React, Vue, etc.), API frameworks (.Net, .Net Core, Nodejs, etc.) and UI/UX design frameworks (Bootstrap, Material Design, Zurb, etc.); experience serving as lead/senior programmer or programming team leader; experience in code review; skills in programming in languages such as C#, Javascript, JAVA, SQL, etc.; and knowledge in Microsoft Visual Studio, Microsoft SQL Server, Microsoft Azure Services, AWS, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. 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. Employees in this position will be required to work outside of normal workdays and office hours to meet operational deadlines and to provide computer service as needed

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to architect enterprise scale software systems with minimal direction and manage the development of serverside infrastructure for web applications that leverage Microsoft .NET technologies such as MVC and Web API and utilize cloud services such as Azure or AWS. Familiarity with a wide range of client-side technologies for creating mobile Apps as well as rich web applications. Knowledge of iOS and Android development as well as HTML and JavaScript development using frameworks such as AngularJS. Ability to determine appropriate data persistence mechanisms that leverage RDBMS and NoSQL databases. Thorough knowledge of SQL including complex dynamic queries, reporting and query tuning; and design patterns as well as test driven development practices. Manage software development teams using an Agile methodology such as SCRUM.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the general direction of the CodeStack Division Director, the Coordinator independently performs curriculum development for classroom instruction, teach coding/programming and elements of system design/architecture, all within a broad framework of standards utilizing current/modern techniques and methodologies.

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 and students.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, 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 timelines.
11. Prepare reports as needed for program.
12. Participate in budget development.
13. Oversee the day-to-day functions of the Code Camp.
14. Develop, update, and post course syllabi in a timely manner.
15. Facilitate the enrollment process.
16. Modify, where appropriate, instructional methods and strategies to meet diverse student needs.
17. Evaluate student performance fairly and consistently. Return student work promptly to promote maximum learning.
18. Employ appropriate teaching and learning strategies to communicate subject matter to students.
19. Keep programs running smoothly and provide leadership to Code Camp staff.
20. Responsible for the research, planning, and implementation of new technology into the classroom that will enhance the learning opportunity of the students.

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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