



Job Description

POSITION TITLE: Coordinator IV, Student Activities & Events #5070
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree and a valid California Teaching Credential. Experience leading student-activity programs or academic competitions. Classroom teaching experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree. Three years classroom teaching experience. Prior experience as a coach for academic competitions.

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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, coordinate, complete, and provide leadership for programs designed for students grades 3-12 from throughout San Joaquin County. Aptitude to speak and make presentations before large groups of people. Ability to provide instruction leadership and guidance to teachers who coach teams of students for countywide competitions. Proficiency in various modes of writing. Function in a leadership role in setting agendas and conducting coaches’ meetings on a regular basis. Capability to evaluate the quality of student programs with an eye on innovating new programs and enhancing and upgrading existing ones. Communicate and integrate programs effectively with other members of the Education Services Department as well as parents, coaches, administrators, and students.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, assumes responsibility for academic competitions and programs including but not limited to: Science Olympiads, Academic Decathlon, Academic Pentathlon, County and State Spelling Bees, Mock Trial, Youth in Government and Pinnacle Team. This position coordinates student academic competitions primarily held on weekends and nights throughout the year with most events occurring January through May,

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 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. Oversee and manage budgets.
13. Assist at state and national competitions whenever possible.
14. Coordinate state competitions when required by the program
15. Attend statewide coordinators meetings.
16. Publicize student/school successes through local newspaper, the SJCOE website and the SJCOE Outlook
17. Encourage community participation as event volunteers.
18. 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.