



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Coordinator IV #6055
Academic Technology
County Operated Schools Program

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor of Arts Degree or equivalent experience working in a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Operate computer systems in an educational environment; follow manuals and read technical instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; type at a rate required for successful job performance; operate a variety of standard office equipment including personal computers, printers, copiers, etc.; work independently; communicate effectively in written and oral form; establish and maintain effective work relationships; maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field.

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:

Possess detailed knowledge of Macintosh servers and integration of Macintosh clients into Active Directory.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

This position provides advanced computer operations support for the County Operated Schools & Programs, including Court and Community Schools, Workforce Development Programs and SJCOE Macintosh users. Under the direction of the Assistant Superintendent, County Operated Schools and Programs, performs a variety of tasks pertaining to the utilization, implementation, and installation of networked computers, including appropriate staff development; operates multi-processing computers and a variety of peripheral and communication equipment in the production of necessary reports, records and other documents; quality of data and reports; job control setup and scheduling; office operations; organize, maintain, process and distribute reports. Ability to acquire necessary knowledge to operate electronic computer systems in a large data communications environment; operate and maintain networked personal computer systems; follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling grammar and punctuation; perform arithmetic calculations with speed and accuracy; type at a rate required for successful job performance; operate a variety of standard office equipment; work independently; communicate effectively in written and oral

form; establish and maintain effective work relationships with those contacted in the performance of required duties. Does related 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 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. Assist with integration of technology into the curriculum.
14. Network troubleshooting, web development, and maintenance.
15. Hardware/software technical support for all workstations and servers (PC and Mac).
16. Hardware, software inventory and compliance.
17. Develop flexible teaching plan, both short and long term.
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.