

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Coordinator (Certificated or Classified)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the supervision of a Director or other upper level administrator is responsible a large program or functional area. Alternatively may be responsible for a number of programs or functional areas. Typical managers in this classification would be able to manage with little direction, implement programs, projects and processes. Individuals would be able to do research and create detailed reports with executive summaries, and effectively interpret regulations, guidelines and state codes. May also lead, manage, evaluate and develop staff.

SUPERVISOR: Director or other upper level manager/administrator

TYPICAL DUTIES

Assists in the recruitment, selection, assignment, evaluation, promotion, transfer, and termination of personnel.

Analyze complex regulations, guidelines and procedures then develop critical path with recommendations for implementation of a new program or process.

Coordinate staff assigned to functional areas or programs to effectively meet the needs of the organization.

May be the manager responsible for meeting the compliance requirements of other outside agencies.

May serve as a representative member of internal or external committees or boards for the organization or program/functional area.

May be responsible for the development or assist with district/program/function budgets.

May coordinate centralized services for the needs of schools and program directors.

May provide an internal control function for the organization.

May recommend revisions of processes or organizational structure including staffing.

May administer temporary services or programs for the organization.

May administer summer school staffing, both classified and certificated.

Recommends development and modifications of job descriptions.

Develop, present or assist with staff training or development

Researches and provide reports to upper level management on issues and trends in areas pertaining to programs or other identified areas.

May supervise an office and staff.

Performs other duties as assigned by the Director or upper level manager.

EMPLOYMENT STANDARDS

Ability to:

- Develop comprehensive plans to increase effectiveness of organization within his/her area of responsibility
- Communicate in English, written and oral
- Handle stressful situations in a calm, collected manner
- Use computer and appropriate software specific to the organization in addition to Microsoft Office applications.
- Plan, organize, schedule, supervise and evaluate the work of others
- Communicate and work with a diverse and multi-lingual population
- Organize data to develop and apply accountability measures to his/her areas of responsibility

Knowledge of:

- Laws, codes and ordinances used in California Public Schools
- Management best practices and process development

MINIMUM QUALIFICATIONS

Minimum: Bachelor's Degree, Master's preferred

Experience working in secondary education.

Administrative Credential or degree/experience in public administration or related field

Valid California Driver's License