

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: COORDINATOR OF EDUCATION SERVICES

Job Purpose Statement/s: Under the direction of the Assistant Superintendent of Education Services, coordinates various support instructional programs for elementary and middle school. Works directly with district office staff, site administrators and teachers in planning, organizing, and implementing identified support programs for identified students at each respective school. Works collaboratively with District staff members to design and implement data reporting tools in order to provide information that is used in professional practice; and, formulates and implements District policies and division priorities and conducts other related duties as directed.

Essential Job Functions:

- Plans, organizes coordinates and directs the programs, projects, activities, services and operations in support of student services (Including but not limited to students who are homeless, in foster care or has special needs).
- Leads and supports the development of shared District academic goals and the sustained focus on student achievement outcomes instructional program and evaluation and assessment of those programs.
- Assists with the evaluation of the effectiveness of all programs and services.
- Responsible for gathering information and preparing various reports required by Federal, State or County agencies.
- Works with District staff members to ensure that all programs and procedures are culturally responsive to the needs of our diverse community.
- Facilitates and serves as liaison for District English Learner Advisory Committee and the District Advisory Committee for Title I.
- Coordinates the development of the annual Consolidated Application and Coordinated Compliance Reviews.
- Plans and facilitates the Berryessa University for parents as well as professional development in specialized areas as needed for staff.
- Provides leadership to schools in developing and implementing school level plans that are in compliance with all requirements and which include school-based intervention programs.
- Implements the selection of core and supplemental English Learners' instructional materials
- Coordinates English Learner programs and monitors the academic progress of English Learner students in the District's English Learners program as outlined in the Master Plan for English Learners.
- Monitors the use of data for student identification, placement and reclassification of English language learners; and implements procedures to ensure compliance with parent notification requirements.
- Coordinates the School Attendance Review Board (SARB).
- Assists site administrators with review and implementation of 504 regulations and monitors 504 plans.
- Assists in the areas of general education as it applies to student services including student discipline, safe schools, and related categorical programs.
- Assist in the areas of special education curriculum as it applies to the District standards.
- Monitors District compliance with Federal and State laws, agency regulations, Board policies and regulations and negotiated agreements.
- Develops and monitors department budgets and other budgets as may be assigned.

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- Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to education support services.
- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Masters Degree in Education or related field preferred.
- Must possess a valid California Administrative credential.
- A minimum of three years of successful teaching experience.
- Three years of successful site or District level administrative experience preferred.
- Must have experience with diverse student and community populations.
- Multilingual Skills desirable.

Knowledge and Abilities:

KNOWLEDGE OF:

- Common Core State Standards, Smarter Balance Assessments
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to language acquisition and special education.
- Effective staff development principles.
- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- Modern data management, storage and retrieval systems.
- Effective communication and public and human relations strategies, methods and techniques.
- Effective classroom and instructional practices.

ABILITY TO:

- Plan, organize, coordinate and manage a comprehensive student support services system.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules, procedures, State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications.
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements.

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- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise and evaluate assigned staff.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Assistant Superintendent of Education Services

Work Year: 225 Days

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Salary Placement: Certificated Management Schedule
Additional Stipends for Master's, Doctorate degrees and years of experience

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrators.

Board Approved: March 8, 2016