

Program Coordinator I

Purpose Statement

The job of Program Coordinator I is done for the purpose/s of coordinating and promoting the development and implementation of instructional or instructional-related programs facilitating the improvement of the academic outcomes in Yolo County Schools; and implementing and maintaining services within established guidelines and standards.

This job reports to Assistant Superintendent, Instructional Services & Equity

Essential Functions

Advises county school districts on matters such as curriculum development, pupil services, or other instructional support areas for the purpose of improving in educational methods, services and results.

Collaborates with others (e.g. district personnel, community organizations, CA teacher of the year program, State recognition of gold ribbon schools program, etc.) for the purpose of implementing and maintaining services and/or programs.

Coordinates accountability plan (e.g. evaluate success of objectives, ensure goals are achieved, evaluates facility, ensures teachers are appropriately credentialed, etc.) for the purpose of meeting District, State, and/or grant/program guidelines.

Develops and implements a variety of meetings/workshops (e.g. school district instructors and management personnel regarding functional or subject area, in-service programs, inter-district visitations, program offerings, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.

Formulates and maintains budgets for assigned areas including assigned programs, grants or projects (e.g. Williams, After School Grant, general fund, county-wide prevention/intervention trainings and supports, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

Maintains a variety of manual and electronic files and/or records (e.g. maintenance of state mandated plan on required metrics, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Participates in meetings, workshops, trainings, and seminars (e.g. state, regional, YCOE and county-wide committees to receive and disseminate information for implementation and delivery of programs and services, tobacco use prevention education (TUPE), other prevention/intervention program, recognition programs, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of program-mandated reports (e.g. Civil rights data collection; federal program monitoring; YCOE school accountability report card; LCAP school plan review to ensure no conflicts in data reporting, etc.) for the purpose of ensuring ongoing funding by complying with federal, state, district and/or grant/program requirements.

Provides direct consultation and/or instruction to students, teachers, and administrators (e.g. communicate new developments and technologies, feedback on improvements to enhance program effectiveness at county/state levels, survey tools, etc.) for the purpose of demonstrating or communicating specific programs, curriculum or projects.

Researches information required to manage assignment, including reviewing relevant policies, current practices, financial resources, etc. (e.g. up to date information on federal and/or state reports such as School Accountability Report Card, Civil Rights Collection Data, Federal Program Monitoring, etc.) for the purpose of compliance with legislative requirements and securing general information for planning and/or responding to requests.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

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