

# Mesa Union School District

## Certificated Personnel

**CLASS TITLE:**       **COORDINATOR I (hourly - \$35.00)**  
                              **COORDINATOR II (daily - \$95.00)**

### **BASIC FUNCTION:**

Under the general direction of the principal and with assistance from appropriate staff personnel, provide a variety of professional-level services to the Mesa Union School District administration and faculty to assist in planning, implementing, and evaluating comprehensive programs and services; monitor and evaluate programs to assure the consistent delivery of services; assure compliance with program objective, goals, and applicable laws and regulations; promote awareness of needs met by program elements; visit sites to observe, evaluate, and provide training related to the assigned programs.

### **DUTIES AND RESPONSIBILITIES**

1. Provide a variety of professional-level services to Mesa Union School District administrators, and faculty to assist in planning, implementing, and evaluating comprehensive programs, services, and curriculum. *E*
2. Meet with program representatives and coordinators to plan and coordinate components of programs and services, including teacher training, parent education, and community awareness. *E*
3. Coordinate with project coordinators and program development committees to monitor and evaluate programs to assure the consistent delivery of services and to assure compliance with program objective, goals, and applicable laws and regulations; conduct periodic group and individual meetings. *E*
4. Consult with district and principal to discuss issues and concerns and assist in developing and implementing problem resolutions. *E*
5. Assist with planning staff development and designing in-house assistance; plan, develop and provide in-service training and workshops related to assigned programs. *E*
6. Monitor and assure expenditures remain within budget constraints; assist with the writing of grants. *E*.
7. Prepare and maintain records, files, and reports related to assigned programs, services, training, and other duties; write and edit articles and other communications to inform and educate and regard to assigned programs. *E*
8. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Effective school operations and management

Variety of curriculum used in K-8 classrooms  
Modern effective teaching and facilitation practices and strategies  
Objectives, policies, procedures, regulations, and laws related to assigned programs and services  
Applicable sections of the State Education Code and other applicable laws  
Technical aspects, procedures, and practices of the educational administrative area.  
Interpersonal skills using tact, patience and courtesy  
Operation of a microcomputer  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Public speaking techniques.

**ABILITY TO:**

Provide a variety of professional-level services  
Assist in planning, implementing, and evaluating comprehensive programs  
Monitor and evaluate programs to assure the consistent delivery of services.  
Assure compliance with program objective, goals, and applicable laws and regulations  
Communicate with peers in a coaching setting  
Plan, implement, and evaluate course and program components for effectiveness and for delivery of desired services.  
Plan, develop, deliver, and facilitate in-service training, workshops, and related program activities  
Create technical assistance models  
Administer, coordinate, and review planning projects involving all levels of school personnel  
Establish and maintain cooperative and effective working relationships with others  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Maintain current knowledge of program rules, regulations, requirements and restrictions  
Analyze situations accurately and adopt an effective course of action  
Work independently with little direction  
Maintain records and prepare reports

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelors degree in education, counseling, or a field related to the assigned program and two years teaching experience in multiple curricular areas related to the assigned program(s) or two years related specialized field experience

**LICENSES AND OTHER REQUIREMENTS:**

A valid California teaching credential or services credential; valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment; subject to driving to conduct work; may be required to use personal vehicle in the course of employment

**PHYSICAL ABILITIES;**

Sitting and standing for extended periods of time, hearing and speaking to communicate with others, seeing to drive and to observe program components, lifting boxes weighing up to 30 pounds, pushing and pulling carts of materials.

October 2000