San Leandro Unified School District
Job Description

Coordinator of Educational Services

Definition:
Under the direction of the assistant superintendent, is responsible for organizing, coordinating, operating and/or supervising a variety of programs, services, and grants within the Educational Services Department. The coordinator may be required to assist with the coordination of programs, grants and services in other departments. Examples of programs and services could include, but is not limited to, BTSA, PAR, Title I, ASSETS Grant, ASES Grant, McKinney Vento Grant, Foster Youth Services, Positive Behavior & Intervention Support, GATE, SLUSD committees, CPM, and Program Improvement.

Representative Duties and Responsibilities:
- Work collaboratively with schools and district departments.
- Work with administrative staff in other departments and sites to ensure that the work of the department is well-coordinated and clearly communicated.
- Plan, design, and conduct evaluation of educational programs and policies utilizing quantitative and qualitative methods, including evaluation of local initiatives as well as federal, state, and other categorical programs.
- Manage timely production of accurate, comprehensible, and accessible reports and program evaluation findings for teachers, principals, community members, superintendent's cabinet, and SLUSD Board of Education.
- Lead, manage, and implement professional development for certificated and classified staff members.
- Prepare school, district, and school board presentations.
- Supervise and evaluate the performance of assigned staff.
- Coordinate and facilitate meetings.
- Incorporate the philosophy, goals, objectives, and policies adopted by the Board of Education in to the design and delivery of programs.
- Manage program budgets to ensure compliance with all legal requirements.
- Complete required SLUSD, State, and Federal reports.
- Develop systems to evaluate program effectiveness.
- Conduct site visits to monitor and evaluate programs.
- Provide guidance, support, and serve as a resource to teachers, staff, parents and other stakeholders.
- Collaborate on a regular basis with other members of the Educational Services Team.
- Establish good relationships with the school community as a district representative.
- Maintain professional competence through participation in formal and informal professional growth activities.
- Perform related duties as assigned.

Working Conditions:
Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

Qualifications:
Education and Experience:
- Master's Degree in Education, Educational Leadership, or equivalent
- Minimum of three years teaching experience
- California Teaching Credential
- California Administrative Credential

- Valid California driver's license and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification
- Personal automobile for job-related travel

Knowledge of:
- Pedagogy and instruction
- Basic computer skills
- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:
- Utilize advanced computer programs such as Microsoft Excel
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

Physical Requirements:
Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4