

JOB DESCRIPTION
San Leandro Unified School District

Program Coordinator

Purpose Statement

The job of (New)Program Coordinator is done for the purpose/s of coordinating an assigned program and related activities; providing information to others; maintaining an effective collaborative relationships; serving as a liaison to schools, agencies and/or families; and implementing and maintaining services within established guidelines and standards.

This job reports to Assigned Administrator

Essential Functions

- Assists with the planning and coordination of programs and related activities for the purpose of implementing the activities, programs and/or projects meeting District program guidelines.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates a variety of activities (e.g. program components, support needs, recruiting, applicant information gathering, etc.) for the purpose of delivering services in compliance with established guidelines.
- Establishes strong internal marketing of programs to internal stakeholders for the purpose of meeting the ongoing needs of the program.
- Facilitates activities related to program for the purpose of identifying appropriate actions, supporting other staff, and serving as a District liaison.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors program/services (e.g. facility use, grant objectives, attendance, etc.) for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Responds to inquiries related to the program/activities for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supports programming and community events for the purpose of ensuring alignment and compliance with grant objectives and service requirements.

Other Functions

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform 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: operating standard office equipment including pertinent

software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

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; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; 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; personnel automobile for job-related travel may be required.

Responsibility

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

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency Bachelor's Degree Preferred.

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

42