

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM COORDINATOR I AMERICORPS EDUCATIONAL SERVICES

CLASSIFICATION: Classified Management
SALARY LEVEL: 73
WORK YEAR: 227

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director of Educational Services, the Program Coordinator I for AmeriCorps is responsible for planning, organizing, coordinating and implementing the AmeriCorps Monterey County United for Literacy Project; managing the implementation of the project, including recruitment and training of AmeriCorps members, coordinating program evaluation, providing support for school sites, conduct training, and facilitating AmeriCorps member participation in building community collaboration; train and evaluate the performance of assigned personnel.

SUPERVISOR:

Assistant Superintendent or Senior Director of Educational Services

POSITION(S) SUPERVISED:

Classified staff assigned

QUALIFICATION REQUIREMENTS:

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

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Serve as liaison between the California Volunteers and institutions of higher education, Monterey County Office of Education, and operational sites in participating school districts
- Review, interpret and implement laws and regulations of the State Department of Education and the Corporation for National Service
- Provide effective leadership, management, and communication at all institutional levels to assure the effective implementation of the AmeriCorps Project
- Provide leadership in the recruitment, training, and retention of AmeriCorps members for one year service terms
- Actively work with program partners, participating school districts, and community agencies in the process of planning, coordinating, evaluating and performing leadership functions which support the AmeriCorps Project; foster collaborative partnerships between and among educational, business and

community groups and organizations; coordinate, plan and conduct professional development programs for AmeriCorps members

- Facilitate effective utilization and exploration of potential and available resources
- Create effective communication networks to gather, access, and disseminate required information for the implementation and evaluation of the project
- Provide technical information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned; serve on Monterey County Office of Education (MCOE) committees as assigned
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in sociology or related field
- Two (2) years increasingly responsible experience working to address poverty-related issues in a school, community or non-profit based organization

Knowledge of:

- Language acquisition and the development of literacy
- State Language Arts Standards and Frameworks
- Relevant research, emerging developments and mandates related to language acquisition, reading, and literacy
- Essential elements entailed in coordinating and effective professional development programs
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Skills and Abilities:

- Serve as liaison between the California Volunteers and institutions of higher education, Monterey County Office of Education, and operational sites in participating school districts
- Review, interpret and implement laws and regulations
- Assure the effective implementation of the AmeriCorps Project
- Actively work with program partners, participating school districts, and community agencies in the process of planning, coordinating, evaluating and performing leadership functions
- Facilitate effective utilization and exploration of potential and available resources
- Train and evaluate the performance of assigned staff
- 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
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain records and files
- Prepare comprehensive narrative and statistical reports

Desirable Qualifications:

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Driver's License with evidence of insurability