

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM COORDINATOR II EXPANDED LEARNING EDUCATIONAL SERVICES

CLASSIFICATION: Classified Management
SALARY LEVEL: 77
WORK YEAR: 220

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director of Educational Services, the Program Coordinator II for Expanded Learning is responsible for planning, organizing, coordinating and implementing the provision of technical assistance services to State and federally funded before, after school and summer programs; providing individual or group consultation to grantees, sites and community-based sub-contracted partners; providing training and other presentations regarding grant writing workshops, quality programming, Common Core linkages and other topics as required; identifying and brokering needs driven State and local resources for grantees; training and evaluating 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:

- Plan, organize, coordinate and implement the provision of technical assistance services to State and federally funded before, after school and summer programs; coordinate and write special grants; develop and maintain communications systems, data and online accountability systems; coordinate a regional work plan
- Provide individual or group consultation to grantees, sites and community-based sub-contracted partners regarding State and federal compliance, quality standards implementation, grant troubleshooting, federal program monitoring preparation, audit guidelines, personnel management, assisting students with special needs and other applicable functions and services
- Provide training and other presentations regarding grant writing workshops, quality programming, Common Core linkages and other topics as required

- Identify and broker needs driven State and local resources for grantees in accordance with applicable laws, codes, policies, and procedures.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- 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
- 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 including Grant Manager, Program Director and community stakeholder meetings and communities of practice sessions as required
- 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
- Three (3) years increasingly responsible after school program experience

Knowledge of:

- Planning, organization, coordination and implementation of a regional work plan
- Required program components and guidelines as stipulated in State and federal law
- Foundational competencies in youth development

- Experiential learning
- California Core Competencies for Before and After School Professionals
- Strategic planning and accountability systems
- 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:

- Plan, organize, coordinate and implement the provision of technical assistance services to State and federally funded before, after school and summer programs
- Provide individual or group consultation to grantees, sites and community-based sub-contracted partners
- Provide training and other presentations regarding grant writing workshops, quality programming, Common Core linkages and other topics as required
- Identify and broker needs driven State and local resources for grantees
- 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 relevant field
- Bilingual/Biliterate in Spanish
- Experience in a public education environment

Licenses and Certifications:

- California Driver's License with evidence of insurability

Approved 03.01.16
Revised: 07.25.18