

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROGRAM COORDINATOR II, SCHOOL CLIMATE EDUCATIONAL SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 76  
**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Associate Superintendent of Educational Services the Coordinator is responsible for effective planning, implementation, evaluation and reporting of all assigned programs and projects, including School Climate Transformation and Positive Behavioral Interventions and Support.

### **SUPERVISOR:**

Assistant Superintendent of Educational Services

### **POSITION(S) SUPERVISED:**

Assigned classified staff

### **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:

- Ensures effective planning, implementation, evaluation and reporting of School Climate Transformation related projects, including Positive Behavioral Interventions and Support (PBIS)
- Provide effective leadership, management, and communication of multiple state and federal grants
- Act as the primary point of contact on assigned federal and state programs, the Superintendent's office and the media. Communicate with federal and state program managers regarding grant process and deliverables
- Develop and monitor program budgets and works in collaboration with MCOE Business Services and funders
- Manage and submit all financial and progress reports in a timely manner
- Conduct a Strategic Planning process to ensure development of program goals, objectives and outcomes
- Produce and oversee contracts between MCOE and program contractors/consultants
- Develop timelines and implementation plans to assure compliance with all grants
- Communicate with Countywide School Climate Leadership Team to assure compliance with all federal grant expectations and mandates and to expand PBIS throughout Monterey County
- Plan, coordinate, and conduct professional development to build capacity for implementing PBIS

and other assigned programs and projects

- Work in collaboration with the program evaluator to develop evaluation plans and data reports
- Provide technical assistance and effective consultation services to districts
- Participate in local and regional coalitions and committees as assigned
- Use California Healthy Kids Survey results and other local and regional data to monitor and review the attainment of program goals and objectives at the school, district and county
- Comply with Monterey County Office of Education Board/Superintendent Policies and Administrative Regulations
- Provide training and technical assistance to schools to implement Tier 1, 2, and 3 to fidelity
- Offer training and technical assistance to Behavior Intervention Case Managers and school team members on the use of the Functional Analysis Assessment (FAA) to develop Behavior Intervention Plans (BIP) and monitor implementation of FAA/BIP procedures in schools
- Train and monitor use of the School Wide Information System (SWIS) database to track suspensions/expulsions, office discipline referrals, attendance data, and program fidelity
- Provide support to districts to enable them to improve awareness and communication between parents, community partner agencies and school districts regarding educationally based wraparound services
- Collect and summarize data monitoring district compliance with improvement goals in the area of PBIS
- Guide district efforts in creating Strategic Plans for implementing PBIS
- Collaborate with School Leadership Teams to coordinate PBIS efforts with inclusive education efforts
- Performs other job-related tasks as requested

### **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 telephone, business machines and related equipment; 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 in 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 in education, public administration or a related field from an accredited college or university
- Minimum three (3) years of experience in education, public administration, or a related field
- Minimum five (5) years of experience in a leadership position

### **Knowledge of:**

- Program design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including state and national standards, frameworks and guidelines, program initiatives and school-linked services
- Essential elements entailed in coordinating and presenting effective professional development programs
- Techniques for working effectively with groups
- Budget development, implementation and monitoring
- Grant writing/application development process

### **Skills and Abilities:**

- Demonstrate effective leadership
- Plan, organize, implement and evaluate workshops, trainings, and presentations to staff, teachers, administrators, and community organizations, with attention to detail and to necessary follow-up
- Communicate effectively with key governmental agencies and foundation leaders
- Interact with and maintain cooperative relationships with all levels of staff, district and school personnel, agencies and the public
- Effectively engage stakeholders
- Analyze program goals and accomplishments and promote integration with other initiatives
- Use appropriate technology for information processing and dissemination
- Organize time to accommodate program activities and district requests
- Communicate effectively in English both orally and in writing

### **Desirable Qualifications:**

- Master's Degree in education, public administration, or a related field from an accredited college or university
- Bilingual/Biliterate: English/Spanish

### **Licenses and Certifications:**

- Possess an appropriate California Driver's License with evidence of insurability

Approved 09.22.16

Revised: 07.25.18