

Educational Program Coordinator

Definition

The Educational Program Coordinator, under the direction and supervision of the Assistant Superintendent, Educational Services, will be responsible for providing leadership and support of District educational initiatives, will provide assistance to schools in planning and implementing core and supplemental curriculum, and monitor budgets and programs for compliance and fiscal integrity.

Major Duties and Responsibilities

This person will be directly responsible to the Assistant Superintendent, Educational Services:

1. Plan, monitor and review the District programs and coordinates appropriate training.
2. Gathers required data, prepare accurate reports, and evaluate and monitors for project compliance, as set forth in federal, state and local guidelines.
3. Gathers required data, prepares accurate reports and helps monitor for project compliance, as set forth in federal, state, and local special programs guidelines in order to meet the Federal Program Monitoring (FPM) process for various District programs.
4. Support state and local assessment throughout the school year at all sites to include training, ordering of materials, collection of assessments, scoring of documents, and parent notifications.
5. Provides support at the site level working with site administration to include coaching and modeling of research-based instructional practices, classroom walkthroughs, and facilitation of targeted intervention and support.
6. Supports staff in completing necessary compliance documentation such as the District red EL folder, English Learner Matrix, RFEP paperwork, Re-designated monitoring tool, and ELD monitoring tools, LCAP monitoring tools...etc.
7. Coordinates, schedules, and facilitates the activities of various committees such as, the EL Committee and the District English Language Acquisition Committee (DELAC), GATE Advisory Committee, and other various committees.
8. Coordinates, and conducts professional development focused on supporting student groups which may include differentiated instruction, SDAIE strategies, GLAD strategies, and other research based strategies/teaching practices/programs.

9. Assist in the monitoring of District data through a variety of tools and provides suggestions on closing the achievement gap which may include interventions, academies, and material selection.
10. Plan and support District events as needed.
11. Functions as a resource to staff and provides in-services and informational programs to staff and community.
12. Prepares reports and compiles information as required, assists in grant writing efforts.
13. Participates in periodic review of various Board policies and administrative procedures and assists with the development of recommended revisions.
14. Performs other duties as assigned.

Supervision Exercised or Received

Under the immediate supervision of the Assistant Superintendent, Educational Services.

Minimum Qualifications

- Possession of a valid administrative credential authorizing service as an elementary level administrator.
- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in the field of education, including the areas of administration, supervision, and curriculum development.
- Five years experience in an educational setting.

Desirable Qualifications

Ability to:

- Support teachers in implementing research-based instructional strategies to benefit all students.
- Communicate with multiple stakeholders to support student learning.
- Plan, prepare and articulate a budget with multiple categories and expenditures.
- Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
- Establish and maintain collaborative organizational, public and educational community relationships.
- Communicate effectively orally and in writing.

Educational Program Coordinator

- Ability to function as an effective member of the management team.
- Ability to effect positive change in staff and programs

Knowledge of:

- A well developed personal philosophy of education.
- Effective staff professional development.
- A quality, compliant English Learner Program.
- Understanding of instructional support programs, functions and activities.
- Categorical programs for compliance with State and Federal regulations and the Coordinated Compliance Review process.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body Movement**
Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting Requirements**
Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.
- **Vision Requirements**
Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

Educational Program Coordinator

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive Environment

Work is usually performed in a District office environment.

- Exposures, Risks and Hazards

While performing the duties of this classification, the employee occasionally is exposed to the normal risks of installing computer-related equipment.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Board Approved: January 9, 2019