

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Student Services, oversee the implementation of the California Community Schools Partnership Program (CCSPP) grants; develop, coordinate, and implement a comprehensive program of support to assist participating CCSPP Ventura County school districts in CCSPP grant implementation; support Ventura County CCSPP partners in their efforts to collaborate with community agencies and local government to align community resources to improve student outcomes; administer, coordinate, and monitor grant activities; plan, develop, maintain, and control multiple budgets and contracts; coordinate programs, activities, and efforts to comply with federal and state laws, contract specifications, and project goals and objectives; plan, organize, and participate in developing and presenting workshops for County school districts, County agencies, and CCSPP partners; serve as a liaison to educational partners; support CCSPP partners and the community to implement systems to connect students with basic resources needed for stability; seek funding for CCSPP sustainability; and monitor student data related to CCSPP services.

ESSENTIAL / REPRESENTATIVE DUTIES:

Create and implement the CCSPP in collaboration with Ventura County CCSPP district partners; Assist in the coordination of county-wide implementation of an equitable and integrated system of student support as defined in the CCSPP;

Assist participating CCSPP district partners in determining services that are most in-need in the district and collaborate with educational partners to facilitate implementation of the identified services to district schools and/or expand current services;

Participate in the planning and implementation of programs and policies, including needs assessment and evaluation components; serve on various committees and projects at the district and school level to provide input on a wide range of issues relevant to supporting CCSPP implementation in school districts and community;

Collaborate with participating CCSPP districts to prioritize services, identify service gaps, and build on existing supports; Attend educational partner meetings as required to support grant implementation and facilitate a variety of CCSPP informational meetings to small and large groups related to CCSPP elements and initiatives;

Establish timelines for implementation and completion of project components and expenditures; facilitate the planning, development, maintaining, and monitoring of multiple budgets; monitor and maintain fiscal controls between multiple contracts; utilize school accounting system as needed; propose project expenditures;

Present workshops for County school districts or partner agencies; prepare correspondence;

select locations, speakers, and other components of trainings; prepare and present components of the workshop training; coordinate and lead committees as required, and write and distribute communications to educational partners;

Research to assist in drafting grant proposals in compliance with RFPs; evaluate project components and estimate funding requirements;

Assure compliance with federal and state laws, contract specifications, and project goals and objectives for free and appropriate public education; maintain close contact with contracting agencies; and analyze and problem solve;

Prepare final reports and invoices for multiple projects; prepare and maintain records and reports related to assigned projects and activities;

Operate a variety of software applications to maintain records; various office equipment; a motor vehicle to visit various sites within the County to conduct work; and

Perform other related duties as assigned, related to the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Local Control and Accountability Plan requirements and processes;

State, federal, school, and project laws, regulations, and fiscal policies and procedures and project terminology, policies, and procedures;

Planning, organization and program implementation and evaluation;

State and federal grants and related procedures, reports, and record-keeping;

Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned projects and activities;

Technical skills associated with using databases, spreadsheets, and on-line tools to query, disaggregate and generate reports on relevant student outcome data;

Word processing, database, graphics, and other software applications used by the department or VCOE;

Basic accounting procedures and principles;

Electronic resources including software and hardware used to develop and deliver professional, quality presentations;

Research methods and report writing techniques, budget preparation and control, and principles of training;

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of at-promise students Interpersonal skills using tact, patience, and courtesy. Interpersonal skills to include collaboration, effective communication, team building, and decision-making; and

Oral and written communication skills and telephone techniques and etiquette.

ABILITY TO:

Plan, develop, coordinate, and monitor CCSSP grant implementation and develop, maintain, and

control multiple budgets and contracts;
Coordinate programs, activities, and efforts to comply with state and federal laws, contract specifications, and project goals and objectives;
Collaborate with VCOE (Ventura County Office of Education) CCSPP team members, LEA (Local Educational Agencies) district and site partners, CDE (California Department of Education) (California Department of Education) CCSPP Regional Technical Assistance Center (R-TAC) staff, County agencies, and other educational partners;
Coordinate services, events, programs, and site visits;
Develop, modify, and implement federal and State-funded projects to provide education and human services for at-risk students;
Plan, organize, and participate in developing and presenting workshops for County LEAs (Local Educational Agencies), County agencies, or other educational partners;
Troubleshoot and solve project issues and problems;
Prepare comprehensive narratives, statistical reports and prepare and deliver oral presentations in a compelling format, easily understood by a wide variety of audiences;
Apply and explain VCOE organization, operations, policies, procedures, rules, and regulations;
Work on multiple projects, plan, and organize work and meet schedules and timelines;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Operate office machines, including computer equipment and specified software;
Communicate effectively both orally and in writing;
Understand and resolve issues, complaints, or problems;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Read, analyze, understand, explain, and implement technical information related to CCSPP grant requirements; and
Work independently and confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in one of the social sciences, vocational education, public administration, and two years' experience in leadership, program development and management or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Bilingual, Biliterate (Spanish).

WORKING CONDITIONS:

PHYSICAL AND MENTAL DEMANDS:

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

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 30 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in an office environment that is fast paced with high pressure. Subject to driving your personal automobile to conduct work; may be required to attend periodic evening meetings and/or travel within and out of county boundaries to attend meetings.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.