

PERSONNEL

TITLE I COORDINATOR  
Confidential Job Description

DEFINITION

The Coordinator will serve under the supervision of the Superintendent and will be responsible for the coordination and planning of Professional Learning Community (PLC) general session and C&I team--The Coordinator will develop, monitor, and implement district wide plans including the LCAP and LEAP.

ASSIGNED RESPONSIBILITIES

1. Oversee all matters concerning categorically funded programs and reports.
2. Assists in coordinating all staff development activities for the district, responsible for district C&I leaders.
3. Write the specially funded program applications, carry out assignments as required by these documents, and complete all state mandated reports. i.e. Title I, ConAp
4. Function as a resource.
5. Assist in coordination of Categorical Program Monitoring.
6. Act as a consultant and resource to school site councils.
7. Assist staff in the writing and annual updating of school plans.
8. Assist in the writing of grants.
9. Monitor and assist in updating SPSA, LCAP and LEAP.
10. **Test Coordinator**
11. **Data Analysis**

205 work day

Administrative Salary Schedule

ESSENTIAL QUALIFICATIONS

1. Hold valid California Teaching Credential
2. Hold a valid California School Administrative Credential.
3. Have a minimum of five years of successful teaching experience.
4. Have a minimum of two years experience in an administrative leadership role.
5. Posses a high degree of knowledge in implementing sound, research based educational practices for all students including significant student sub groups.
6. Possess ability to create a positive work environment to achieve high quality results.
7. Possess ability to work closely and extensively with Superintendent and principals to address various administrative and leadership duties required of the school and district.
8. Other requirements as set by Board of Trustees.
9. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

- |               |                        |                  |                        |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift and carry at least 50 lbs.
- 3 h. Ability to reach all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted 5/14/2014

Revised:

