

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Salary Schedule: 251; Row 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **COORDINATOR- EDUCATIONAL SERVICES**

JOB PURPOSE STATEMENT: Under the general supervision of the Assistant Superintendent of Educational Services, is responsible for the organization, coordination, design, implementation, and assessment of programs and students, control and direct the operations of all schools and provide instructional division leadership.

JOB FUNCTIONS:

- Exercises direct supervision over assigned certificated and classified personnel including necessary training in assessment, forms and procedures for new staff
- Plans, organizes and coordinates the district's assessment program
- Supervises planning and implementation of all program components to ensure total program compliance
- Designs, implements and evaluates a comprehensive training and development program for Special Education Teachers, general education staff, administration and parent/community.
- Supervises and monitors programs and staff development budgets
- Collects program evaluation data and reviews the implications for changes in education programs
- Monitors staff activities to ensure that all mandated timelines are met
- Develops and revises departmental forms and procedures as needed
- Monitors compliance with Federal and State laws
- Responds to noncompliance complaints
- Coordinates the activities of Educational Services with building principals, district departments, teachers and staff
- Compiles and coordinates computer data for State and Federal reports with support personnel
- Aids in the planning, development, and implementation of budget planning, and expenditure control processes and procedures
- Evaluates and analyzes complex problems, issues, and concerns, recommends appropriate alternative solutions

JOB TITLE: COORDINATOR – EDUCATIONAL SERVICES

Page 2

JOB FUNCTIONS - continued

- Makes independent decisions
- Works autonomously
Demonstrates good judgment and good problem-solving skills
- Organizes tasks, sets priorities and meets deadlines
- Manages multiple tasks
- Directs, supervises and instructs others
- Responds appropriately to evaluation and changes in the work setting
- Communicates effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and through communication
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

KNOWLEDGE OF:

- Databases, spreadsheet applications, District Student Information System, District Special Education Information System, District Assessment System, and other technology programs
- State reporting regulations for assessment and accountability related data requirements, coding used in accountability reporting
- Accessibility and accommodation options and procedures for the assessment of English Learners and Students with Disabilities
- Principles, techniques, strategies, goals, and objective of public education.
- Procedures, methods, and strategies of organization, management, and supervision.
- Modern innovative and creative curriculum and instructional trends regarding secondary students.
- Curriculum development, instructional program delivery strategies, program supervision, assessment, and evaluation.
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.
- Human relation strategies, conflict resolution strategies, and team building principles and techniques.

JOB TITLE: COORDINATOR – EDUCATIONAL SERVICES

Page 3

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's or higher degree from recognized college or university of higher learning, preferably in secondary curriculum or administration or a field sufficiently related to insure performance success

Experience Required:

- Minimum of five years of teaching experience

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position