



PROGRAM COORDINATOR EAEOP

Classification: Program Coordinator

Location: District Office

Reports to: Program Director/Supervisor

FLSA Status: Non-Exempt

Employee Group: EAEOP

This job description does not constitute an employment agreement between the district and employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

This position provides program support, carries out operational responsibilities, and coordinates program requirements. Activities may include but are not limited to, serving as program coordinator in Categorical Programs, Early Learning, Language Access, Multilingual Programs, and Safety and security. Activities vary between programs, with generally broader responsibilities and more specialized coordination responsibilities.

Part II: Supervision and Controls over the Work

Serves under the guidance and supervision of the Program Director, who provides direction and assigns specific responsibilities and projects. This position is generally expected to manage assigned work with minimal supervisory intervention. Work is guided by supervisory direction, district policies and procedures, and state and federal reporting requirements.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Coordinates, supports and provides operational responsibilities for the department and related programs. Participates in the development, implementation, management, and assessment of department programs.
2. Develop and implement timely program communications, including newsletters, emails, letters, and other focused communication or data. Provides general services to support the success of department programs.
3. Develop print and web information materials. Creates and maintains program information to disseminate to students, families, and staff.
4. Coordinates, participates with and supports department and program staff. Supports and facilitates the purchasing and acquiring of curriculum, resources, equipment, materials, and services for programs. Maintains an inventory of materials and resources for the program.

5. May assist and support facilitation of program support staff, including support for training, support for program staff absence management including substitutes for budget and funding compliance, and processes payroll approval.
6. Coordinates with other district departments, including but not limited to food services, transportation, human resources, and finance for program support.
7. Coordinates and processes student enrollment or program participation, generates rosters and coordinates staffing updates with human resources and finance.
8. Develops, tracks, and monitors data tracking systems for programs, including federal, state, grant, and other programs. Ensures compliance with state laws and regulations.
9. Assists the Program Director in designing and delivering instructional programs. May support programs in the field or in the office.
10. Promotes policies and actions that encourage culturally responsive pedagogies and practices and result in a positive, constructive, respectful, and welcoming climate responsive to the needs of students and their families, considering language, culture, ethnicity, diverse backgrounds, and learning abilities.
11. Monitors own job performance; encourages feedback from staff, administrators, and community.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Associate degree or equivalent in education, business administration, or related fields and two years of relevant experience; additional equivalent experience may substitute for educational requirements on a year-for-year basis.
3. Knowledge of budget and financial management procedures, spreadsheet and database functions, and capabilities.
4. Knowledge and skill in the effective use and application of office technology, internet technology, and database systems and maintaining a high level of data accuracy and reliability.
5. Knowledge and ability to establish processes, communicate expectations, and manage programs and projects.

6. Ability to communicate effectively with parents, school staff, administration staff, external agencies, and the public.
7. Strong understanding of “customer-centered” support and the ability to establish effective working relationships at all levels of the organization.
8. Strong analytical skills and demonstrated ability to work comfortably and effectively with office software, information databases, and technology equipment.
9. Demonstrated knowledge of school systems and district departments' structure, function, and culture.
10. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
11. Ability to work with a high level of accuracy and reliability.
12. Ability to collaborate and communicate with varying groups and internal and external organizations effectively, orally and in writing. Skills and knowledge to review, proofread, and edit materials.
13. Demonstrated ability to maintain confidentiality and understand student information privacy rights.
14. Skill at conflict resolution and effectively communicating and interacting with customers who may be emotionally upset, demanding, or angry.

Part V: Desired Qualifications

1. Bachelor’s degree in business, accounting, financial management, or related fields.
2. Experience in a public school or public employment setting.

Part VI: Physical and Environmental Requirements of the Position

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

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak. Employees may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.