

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Administrator, Special Projects	Reports To:	Sr. Director – Special Projects
Department:	Special Projects	Classification:	Management
FLSA:	Non-Exempt	Work Year:	Twelve (12) Months
		Salary:	Schedule P, Range 11

I. DESCRIPTION OF POSITION:

Under the direction of the Director of Special Projects, the Special Projects Program Coordinator provides specialized assistance in the coordination of program operations to include: Ongoing training for administrators, governing board, non-public schools and community regarding categorical program policies, procedures, budget preparation and program implementation in accordance with federal/state guidelines. The Program Coordinator will provide leadership in the compilation of data and preparation of correspondence, official documents/reports as required. Experience in computer applications is required.

II. MAJOR DUTIES AND RESPONSIBILITIES:

- A. Assists in the organization, planning, coordination and implementation of the Office of Special Projects.
- B. Serve as a liaison between administrators/teachers/parents and non-public schools to ensure effective program implementation.
- C. Review documentation to include board reports, 106's, and requisitions for submission to governing board.
- D. Establish and maintain inter/intra district communications with local, county, state, and federal government agencies to ensure program compliance.
- E. Monitor program regularly and provide assistance to staff in the preparation and implementation of budgets.
- F. Schedule monthly meetings with school site representatives and District Advisory Council to provide PROJECT UPDATES.
- G. Prepare comprehensive narrative and statistical reports in accordance with program guidelines.
- H. Supervise the performance of assigned staff.
- I. Establish and monitor the coordination of program implementation for School Site Councils: (i.e., meetings, training, elections, agenda preparation and documentation of minutes).
- J. Participate in district, county, and state mandated in-service training/meetings as required.
- K. Establish and maintain record maintenance system for immediate retrieval of school/district data, records, requisitions, board reports, 106's and resources.
- L. Search (Web Sites) regularly to identify available funding sources for K-12 and non-public schools.
- M. Assist in the coordination of project evaluation for school sites.
- N. Utilize a computer in the preparation/revision of documents, reports and publications.
- O. Establish and maintain organizational, public and education community relationships.
- P. Demonstrate effective oral/written communication skills with administrative staff, school site councils, administrators, parents, and teachers.
- Q. Perform other duties as may be assigned by the Director of designee.

III. EDUCATION AND EXPERIENCE:

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher and/or a clear Pupil Services credential.
- B. Possession and maintenance of a valid California administrative credential authorizing service as an administrator.
- C. Master's Degree from an accredited institution of higher learning, preferably in effective health services or administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful experience in an administrative position.

IV. KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- A. Principles, practices, trends, goals and objectives of special projects.
- B. Have understanding of administrative strategies.
- C. Current applicable laws, regulations, codes, policies and procedures related to special projects funding.
- D. District organization, operations, policies and objectives.
- E. Needs of a culturally and linguistically diverse student population.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Work cooperatively and effectively with teachers, administrators, parents and students.
- B. Plan, organize, develop and assist in the implementation of a comprehensive remedial instructional program for pupils experiencing learning disabilities.
- C. Interpret, apply and explain rules, regulations, policies and procedures.
- D. Analyze situations accurately and adopt an effective course of action.
- E. Supervise the performance of assigned staff.
- F. Meet schedules and timelines.
- G. Work independently with minimal direction.
- H. Plan and organize work.
- I. Demonstrate effective communication skills both orally and in writing.
- J. Use a computer.

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V. WORKING CONDITIONS:

Environment:

District offices and school sites.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Jesse L. Gonzales, Ph.D., Superintendent

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.