



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Coordinator of Special Project	Work Year:	215	Reports to:	Superintendent or Designee
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Primary Function Coordinates assigned operations and programs in accordance with district policies, education code, state and federal law. Coordinates district programs within the scope of student services and human resources. Provides information to staff and public; ensuring district compliance while addressing a variety of administrative needs and processes with the objective of streamlining programs to meet the needs of students and support staff.

Essential Job Functions

- ❖ Serve as a resource for information relative to Education Code, employee agreements, and legal regulations pertinent to student services.
- ❖ Responsible for the effective coordination, record keeping, trainings and development of programs for District mandated/required employee trainings as assigned (i.e. CPI, CPR).
- ❖ Assists in the coordination of student support programs as assigned (Home Hospital, Independent Study, SARB, 504 Plans).
- ❖ Chair District Student Attendance and Student Discipline Team and coordinate efforts in this area with school site administrators and office support staff with the focus of streamlining district policies and procedures to best support the needs of students and staff.
- ❖ Read, interpret, apply, and train appropriate staff in the area of regulations, district policies, education code, and district procedures with the purpose of ensuring compliance within the scope of assigned programs.
- ❖ Provides overall support and guidance in the day-to-day operations, problem solving and decision making regarding assigned programs; implements program policies and directives according to District, Federal, or State guidelines.
- ❖ Prepares, analyzes, maintains, and presents a variety of narrative and statistical reports, student data reports, student records and files, or materials within the scope of Student Services and Human Resources (i.e. student discipline, attendance, classified employee evaluation schedules)
- ❖ Provide leadership to Office Managers and Secretarial staff in the area of student records, enrollment, transfers, and annual mandated notices to parents.
- ❖ Serves as the District Coordinator for Americans with Disability Act (ADA), Employee Workers Compensation Program, and Title IX.
- ❖ Coordinates, evaluates, and updates staff and student/parent handbooks to ensure compliance and supports the distribution to appropriate staff and/or students/parents.
- ❖ Collaborate with Directors in the planning and development of district wide systems, guidelines, and regulations pertaining to Student Services and Human Resource programs as assigned. Research, develop, and propose new regulations and revise district guidelines.
- ❖ Support the District Negotiation Team and maintain current Contract Bargaining Agreements.

- ❖ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ❖ Supervise personnel as assigned.
- ❖ Other duties as assigned.

Education and Experience:

Must possess a minimum of a Bachelor's degree and 3 years' experience with satisfactory job performance or evaluation in related field. Increasing levels of responsibility, including supervision and coordination of projects and personnel, preferred. Successful administrative experience with increasing levels of responsibilities in school/district setting

Skills to effectively plan and/or deliver in-service trainings on programs for staff and parents, as well as plan and coordinate activities designed to ensure successful program implementation within the scope of Student Services and Human Resources programs.

Knowledge of education code, regulations of board policies, state and federal rules and laws pertaining to student services and human resources

Ability to provide leadership, perform a variety of specialized tasks, maintain accurate records, complete required reporting documentation, learn and interpret relevant laws, rules, and guidelines associated with assigned programs, establish and maintain cooperative working relationships with school personnel and community members, meet schedules and deadlines, and communicate effectively in oral and written forms.

Licenses, Certifications:

Criminal justice fingerprint clearance and driver's license.

ADA Requirements:

Must have the ability to sit, stand, walk, lift objects approximately 20 lbs. (books, binders, files), push, pull, drag, and grasp objects.