

**GRIZZLY CHALLENGE CHARTER SCHOOL
POSITION DESCRIPTION**

TITLE:	Program Coordinator	DATE APPROVED:	April 28, 2009
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BASIC FUNCTION:

Under the direction of an assigned administrator, organize and direct instructional and curriculum support functions and related services for the Grizzly Challenge Charter School programs and functions; provide consultation to faculty, staff and the public concerning the school's instructional programs, services, standards, requirements and procedures; assist in the development, implementation, monitoring and evaluation of designated instructional programs, personnel and services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct instructional and curriculum support functions and related services for assigned programs and functions; coordinate instructional activities to enhance student learning and achievement in designated areas; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Provide consultation to faculty, staff, parents, school districts, outside agencies and the public concerning assigned instructional area and related programs and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, techniques, policies and procedures; refer faculty and staff to instructional resources as appropriate.

Assist in the development, implementation, monitoring and evaluation of designated instructional programs and services and related functions, activities, goals, objectives, policies and procedures; assist faculty and staff in the preparation and development of learning activities, instructional activities and lesson plans as directed.

Assist in the development of curriculum standards and preparation, revision and updating of curriculum and program documents; participate in activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies.

Monitor and assess instructional services and programs for educational effectiveness and operational efficiency; receive and respond to administrative, staff and public input concerning program needs; provide input concerning the development and implementation of standards, policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.

Serve as a liaison and coordinate instructional programs, services, communications and information between administrators, personnel, school districts, outside organizations, local and State agencies, and the public; resolve related issues and conflicts in a timely and appropriate manner; visit sites and classrooms to monitor and provide technical advice concerning instructional activities.

Train and evaluate the performance of designated classified and certificated staff as assigned to the position; assist with interviewing and selecting employees and recommending transfers, reassignment, termination and disciplinary actions; assist in assigning staff duties and reviewing work for compliance with established requirements and procedures.

Develop, implement and conduct training and staff development activities concerning assigned instructional programs and services as directed; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, procedures and techniques.

Research, assemble, compile and evaluate a variety of technical data and information, including student transcripts and related to assigned programs, services and related curriculum standards; prepare, present and distribute a variety reports, documents, correspondence and materials as needed.

Assist in the development and preparation of the annual preliminary budget for assigned instructional programs and services as required; assist in reviewing and evaluating budgetary and financial data; monitor expenditures in accordance with established limitations.

Prepare and maintain a variety of narrative and statistical records, reports and files related to instructional programs, services, budgets, grants, students, employees, curriculum and assigned activities.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; attend and participate in various conferences, workshops, committees and in-services as directed; assist with the development and implementation of various special events and activities related to the Grizzly Challenge Charter School program as required.

Participate in researching and obtaining grant funds as assigned; compose and prepare related documents and applications.

OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organization and direction of instructional support functions and related services for assigned programs and functions.

Educational programs, services, standards, requirements and procedures related to assigned area of instruction.

Basic practices, procedures and techniques involved in the development, implementation, monitoring and evaluation of designated instructional programs and services.

Curriculum standards, interpretation and application in assigned instructional programs and services.

Instructional techniques and strategies related to assigned programs.

Local, State and federal standards and requirements governing assigned educational programs.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Organize and direct instructional and curriculum support functions and related services for assigned programs and functions.

Provide consultation to faculty, staff and the public concerning assigned instructional area and related programs, services, standards, requirements and procedures.

Assist in the development, implementation, monitoring and evaluation of instructional programs and services.

Monitor and assess instructional services and programs for educational effectiveness and operational efficiency.

Develop, implement and conduct training and staff development activities concerning assigned instructional programs and services as directed.

Provide information and training activities to enhance staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Interpret, apply and explain rules, regulations, policies and procedures.

Research, assemble, compile and evaluate a variety of technical data and information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California State Teaching Credential.

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.