

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
COORDINATOR  
SECONDARY EDUCATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To assist and coordinate in all areas of responsibility involving administering school and District programs involving curriculum, budget operations, guidance, students and staff; to assist in coordinating assigned activities with both middle and high schools, the District Office as well as the community; and to provide highly responsible and complex support to the Principal.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Principal.

Exercises direct supervision over certified and classified employees.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assist in administering, directing, and managing school and district-initiated programs involving curriculum, budget, operations, guidance, students and staff at the middle school.
2. Assist in the implementation of goals, objectives, policies, and priorities for middle schools.
3. Participate in the development and implementation of district approved curriculum programs; provide, assign and coordinate in-service training for staff to ensure uniform implementation at middle school and high schools.
4. Assist in planning, managing and supervising school business operations; administer budget within district guidelines, policies and procedures; monitor and approve expenditure at middle schools.
5. Assist in administering school plans and organizational procedures, including student activities and discipline procedures; promote a health and safe student learning environment; ensure compliance with established District policies and procedures for middle and high schools.
6. Assist in planning, coordinating and evaluating the total program of pupil services, including guidance and counseling; participate in a variety of meetings monitoring student behaviors including IEP and Student Study Teams at the middle school and when necessary, at the high school.
7. Assist in overseeing the use of curriculum materials, instructional supplies, and community resources at the middle and high schools.
8. Assist in overseeing the use of equipment, building facilities, school grounds and approve use of school facilities at middle school and high schools.
9. Represent the school to the District Office, outside agencies and the community in the absence of the Principal; maintain effective community relations for middle and high schools.

10. Maintain effective communication with parents; provide information of new policies and procedures in the District; meet with parents; review student progress of behavior problems as appropriate for middle and high schools.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations of school curriculum and education administration.
12. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.

**Marginal Functions:**

1. Perform related duties and responsibilities as required for middle and high schools.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a public school.  
Curriculum  
Standard and alternative learning theories  
Instructional techniques  
Management skills to analyze problems, policies and operational needs.  
Principles and practices of program development and administration  
Principles and practices of budget administration and monitoring.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.  
Education Code and District policies.

**Ability to:**

Plan, organize, direct, and coordinate the work of certified and classified staff.  
Select, supervise, train and evaluate staff.  
Prepare clear and concise reports  
Administer and monitor school budgets.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new instructional methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Five years of responsible teaching experience, including some with administrative and supervisory responsibility.

### **Training:**

Equivalent to a Master's Degree from an accredited college or university with major course work in education administration, social work or a related field. Bilingual, oral and written (Spanish), preferred, not required.

### **License or Certificate:**

Possession of an Administrative Services Credential issued by the State of California.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Office and school environment.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position and working on two adjacent campuses.