

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Adult Re-Entry Programs

DEFINITION

Organizes, coordinates, promotes, and manages operations, service delivery and program development for multiple sites of the adult re-entry programs serving adult paroled offenders in and out of custody; performs a variety of technical, analytical and support services; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Community Based Coalitions and Day Reporting Centers

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

For Placer Adult Re-entry Programs, plans, facilitates, coordinates and implements site-level projects and program activities, including coordinating delivery of services to clients in collaboration with Sacramento County Office of Education (SCOE) staff and subcontracted treatment providers at multiple sites; assists in building a cadre of employment for re-entry clients within Placer County, Placer County Probation and the California Department of Corrections and Rehabilitation (CDCR); prepares class schedules and instruction assignments; schedules caseload assignments; reviews and guides the instructional process with staff; delivers classroom instruction as needed; performs a variety of technical and support services involving analysis, monitoring, and evaluation; compiles, analyzes, and verifies data to assist in the preparation of comprehensive reports and statistical records; develops and implements a diagnostic placement system to ensure appropriate placement of clients; makes recommendations based on data analysis; assists the administrator with the preparation of budgets and fiscal management; establishes and monitors projects to ensure timelines are met with quality output; coordinates program events and awards ceremonies.

For all SCOE adult re-entry programs, researches and implements best practices in case management; develops resources for program enhancement through grant writing or securing local funding; researches and secures presenters for high quality professional development; coordinates and may deliver staff training; researches, coordinates and prepares for community based treatment providers to meet program needs for all adult re-entry sites; establishes and maintains collaborative relationships with outside agencies and businesses; assists in the selection process of staff; assigns, trains, supervises, and evaluates staff; attends and conducts a variety of meetings as assigned; works collaboratively with those contacted during the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree in Education, Social Services, Criminal Justice, or similar field; master's degree desirable; demonstrated experience in the development, implementation, and evaluation of successful programs sponsored by education, government agencies, or community-based organizations; experience working with at-risk populations such as paroled offenders; experience in case management or Individualized Learning Plans; experience working with multi-agency planning teams; Alcohol and Other Drug (AOD) Certification and counseling experience desirable; successful experience leading and supervising staff.

Knowledge of:

Standard office procedures; research methodology; standard software applications; grant management, resource development via grants or local funding sources; budgeting and fiscal management procedures;

principles of supervision; effective presentation methods; vocational training resources; safety, security, and emergency procedures; project management, analysis, monitoring and evaluation procedures; community-based correctional education programs; effective supervision including selection, training, and evaluation of staff; current practices, procedures, legislation, and issues related to reintegration of offenders.

Skill and Ability to:

Locate funding sources and coordinate grant writing; plan, develop, implement, and evaluate programs; organize, schedule, coordinate and complete a variety of activities and projects; work cooperatively with individuals and groups to develop and maintain positive working relationships with business and outside agency representatives throughout the state, county and region; build and maintain a positive culture with internal staff and administration; collect and analyze data to develop measurable goals and objectives; set priorities, meet timelines, monitor expenditures and evaluate progress toward achievement; establish and carry out program analysis, evaluation and monitoring procedures; interpret and apply applicable laws, rules, regulations, policies and procedures; communicate effectively in both oral and written forms to diverse groups; prepare and deliver presentations; research effective presenters; train and supervise staff; exercise a high degree of judgment and utilize various strategies to maintain positive relationships with a variety of individuals from different cultural and socioeconomic backgrounds; lead staff in implementing policies effectively that establish boundaries between clients and employees; conduct meetings and in-service training programs with staff.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours; willingness to travel in Placer County using own transportation with mileage reimbursed, and willingness to travel within the state as required.

Approved by Personnel Commission 3/8/16