

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Operations, Curriculum and Instruction

DEFINITION

Under general supervision, manages all fiscal operations associated with events, training program delivery and on-line data support systems for Curriculum and Instruction; prepares documentation for registration, attendance, information services, and program outcome reporting; and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Technical, and support personnel 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 classification.)

Coordinates fiscal operations for program including purchase orders, invoicing, expenditure reports and travel claims; provides income reports and budget revisions for administrators; manages the site operations including equipment maintenance, leasing information, and shipping and receiving; maintains activity and project calendars for program; assists special project groups to develop and design activities, training programs, and publications; prepares payments and refunds for professional development services and products purchased from online registration using credit card payment software; purchases materials and prepares documentation for trainings, client survey data, testing or program outcome results; communicates with vendors and staff; compares bids and evaluates options; processes receiving documents and delivery of freight; researches and examines findings regarding instructional program outcomes and prepares report on findings for use in special project trainings and publications; coordinates purchase and payment of copyrighted materials for professional development; collects, reviews and writes on-line notices on topics which provide information regarding relevant policies and program offerings; and maintain accurate expenditure reports associated with special projects.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a bachelor's degree from an accredited college or university with coursework in business administration or public administration preferred; experience working in K-12 instructional support programs; demonstrated success in technical writing related to the program; experience in coordinating special events, and in management of costs associated with materials and facilities for special events and trainings.

Knowledge of:

Principles of project management; practices, policies and terminology of county office financial services; state curricular frameworks programs and content standards; effective staff development and training materials and presentations; research methodology; standard software applications; grant processes, departmental budgets and monitoring expenses; instructional policies and practices.

Skill and Ability to:

Effectively transmit knowledge and skills both in written and oral form; use standard software applications for technical writing, database management, and budget monitoring; ; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; work cooperatively and effectively with individuals and groups; effective supervision skills to manage personnel and program budgets.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally with mileage reimbursed.

Revisions approved by Personnel Commission 9/9/14
Previous title: Coordinator, Special Projects, Reading Lions Center
Revised and Approved by Personnel Commission 10-25-04
Approved by Personnel Commission 5-18-99