

STOCKTON UNIFIED SCHOOL DISTRICT

**PROGRAM COORDINATOR
SUPPLEMENTAL EDUCATIONAL SERVICES (SES)**

DEFINITION

The Program Coordinator – Supplemental Educational Services (SES) will assist in the development, implementation, monitoring and evaluation of the district wide Supplemental Educational Services (SES) tutoring program.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from director(s) of departments tasked with developing SES tutoring programs and will support and supervise program support staff as assigned.

REPRESENTATIVE DUTIES-(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Assist with planning, organizing, coordinating and implementing SES program (E).

Communicate effectively with district directors, administrators, department staff; school site administrators, teachers, staff and SES providers and parents (E).

Develop systems, protocols and procedures for SES program with regards to SES contracts, providers, applications and student selection process, to meet ESEA (Elementary Secondary Education Act) compliance. (E).

Coordinate all necessary systems to support the SES program activities including record keeping, data collection, professional development, and curriculum and budget development (E).
Establish protocols with research and evaluation to evaluate the SES tutoring programs (E).

Conduct site visits and provide analysis of SES tutorial programs.

Maintain regular and prompt attendance in the workplace (E).

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices.
- Mandated regulations governing ESEA's SES requirements.
- Assisting students in developing a positive self-image and interpersonal relationship with peers and adults by interacting with parents and other SUSD staff and SES providers.
- In-service training techniques.
- Program monitoring, assessment, evaluation and record keeping requirements.
- Operation of personal computers and software applications such as Synergy (SIS System), Microsoft Word, Excel and Outlook.

Ability to:

- Establish and maintain cooperative working relationships with school site and district administrators, staff, teachers, students, parents and SES providers.
- Plan, organize, develop, implement and evaluate summer school, extended day and SES tutoring programs.
- Communicate effectively both orally and in writing.
- Prepare oral and written reports.

- Make effective public presentations.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, staff and parents.
- Understand and interpret district policies and guidelines, grant requirements and program plans.

Education and Experience:

Must have a valid California teaching credential and, at least two (2) years of program coordinator experience.

License, Certificates and Other Requirements:

Must possess a valid California driver's license and a First Aid Certificate is required within six months from the date of hire. Possession of valid CPR Certificate is desirable

WORKING CONDITIONS:

Environment:

Employees in this position will be required to work in office, classroom and school environments.

Hazards:

Employees may come in contact with dissatisfied or abusive individuals.
Program Coordinator – Supplemental Educational Services (SES),

Physical Demands:

Employees in this position must have/be able to:

- Walk long distances while visiting various school campuses in any given day.
- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

Salary Placement

Management Team Salary Schedule

Tier 5, Range 2

Management Team

12-month work year

Board Approval: 06/24/14

Management re-alignment effective 03/01/19