

# MUSD

MANTECA UNIFIED SCHOOL DISTRICT

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P.O. Box 32  
Manteca, CA 95336

2271 West Louise Avenue, Manteca  
(209) 825-3200

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## Job Description

No. 205.9

### *PROGRAM COORDINATOR*

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#### **SUMMARY OF POSITION:**

Under the direction of the site level administrator, and in cooperation with elementary education, compensatory education, and educational technology, coordinates services for a school, including the disaggregation of student achievement data and support for consolidated programs for which the school is eligible.

#### **MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

1. Bachelor of Arts degree from an accredited university.
2. Possession of a valid California teaching credential.

#### **DESIRABLE QUALIFICATIONS:**

1. Highly Qualified under No Child Left Behind legislation.
2. English Learner Certification.

#### **MINIMUM EXPERIENCE:**

1. Three years successful experience as a classroom teacher.
2. Knowledge of California State Standards and curriculum.

#### **DESIRABLE EXPERIENCE:**

1. Voluntary or paid leadership experience.
2. Previous training in data management.
3. Previous training in computer software with data applications.

#### **SKILLS AND ABILITIES:**

1. Utilizes proper English usage, grammar, punctuation, spelling, and English speaking skills.
2. Possesses knowledge of District policies, rules, and regulations.

3. Works with students, District personnel, and general public in a pleasant and cooperative manner.
4. Understands and follows complex oral and written instructions and completes assignments in an independent manner.
5. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
6. Plans, organizes, and coordinates assigned tasks to meet established timelines.
7. Maintains professional confidentiality and works collaboratively with peers.
8. Possesses knowledge of technology to present lessons, communicate with others, and keep records.
9. Presents information to large groups of adults.

### **DUTIES AND RESPONSIBILITIES:**

1. Keeps current in education and grows as a professional educator through classes/workshops/conferences for professional development in specific areas of interest and/or need, and through coaching and feedback from site administrators and peers.
2. Adheres to and promotes the philosophy and objectives of the school, the administrative staff, and the Board of Education. Interprets the policies and programs of the school in a positive and constructive manner.
3. Attends and participates in site and District staff meetings, Program Coordinator meetings, and in-services.
4. Provides leadership and coordinates in-service training for developing curriculum design and instructional programs required by programs in which the school participates.
5. Assists the site administrator in school compliance efforts with respect to laws, regulations, and guidelines relating to school programs.
6. Assists the site administrator in school level planning and monitoring of the school plan.
7. Performs the services of the Program Coordinator as designated in the school plan.
8. Supports and abides by school and District policies and procedures.
9. Provides direct support to instructional staff in the implementation of programs to meet the needs of students.
10. Provides support in preparing for program reviews conducted by the District Office or by the State Department of Education.
11. Assists the site administrator in providing parents and staff with up-to-date information and in-service training relative to the laws governing school programs.
12. Attends and participates in meetings and workshops for the various school advisory councils and committees.
13. Assists the site administrator in the preparation of reports required by the District or State relative to school programs.
14. Accurately maintains appropriate records and submits required reports within designated time limits utilizing related technology.
15. Develops as a professional educator.
16. Communicates effectively with students and adults.
17. Maintains standard of professional behavior as an example to students.
18. Supports and abides by school and District policies and procedures.
19. Performs extracurricular duties as assigned.
20. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Stand, walk, bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 30 pounds to shoulder height.
2. Repetitive use of hands (i.e., fine manipulation, simple grasping, and power grasping).
3. Stand, sit, and/or walk for extended periods of time.
4. Demonstrate normal depth perception.
5. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operates standard office equipment, and use a telephone.
6. See and read a computer screen and printed matter with or without vision aides.
7. Distinguish colors.
8. Read and understand rules and policies, labels, and instructions.
9. Hear and understand speech at normal levels and on the telephone.
10. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.

**WORK ENVIRONMENT:**

1. Work indoors in a standard office environment, computer lab, and/or classroom environment.
2. Work is performed in indoor and outdoor environments.
3. Exposure to childhood and other diseases in a school environment.
4. Exposure to dust, oils, and cleaning chemicals.
5. May be requested to work outside of normal workdays and office hours. May be required to work in emergency situations.

**SPECIAL REQUIREMENTS**

1. Valid California driver's license.
2. Maintain District-insurable driving record.

Adopted: November 16, 2010