

EDUCATIONAL PROGRAMS AND SERVICES COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Professional	Local One	76	10/01/07	Classified	1 of 1

DEFINITION: The Educational Programs and Services Coordinator provides assistance to the Vice Chancellor of District-Wide Planning and Educational Services in monitoring and evaluating the instruction and student services functions and activities to ensure compliance with State regulations.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Coordinates grant and program development reporting responsibilities with appropriate managers at each college and provides updated information regarding program preparation, reports, documentation, plans and schedules for approval and submission deadlines; maintains an archive of all program documents and reports.
- Reviews grant and program information with Finance Department to verify accuracy of financial data; monitors budget and expenditure data.
- Compiles program information into reports for presentation to the Board and the State for review and approval.
- Maintains curriculum and instruction and student services policies and procedures manuals; drafts policies and procedures necessary to ensure equal access to services necessary for student success; coordinates distribution of materials.
- Coordinates the production of Board Reports by the colleges relating to the development of new programs, new curriculum, out of state field trips, and self-funded/fee-based instruction.
- Coordinates the revisions and distribution of Student Right-to-Know information.
- Serves as liaison for information on the Student Assistance Program.
- Serves as liaison between County Office of Education and the colleges in facilitating arrangements for annual Academic Decathlon.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Laws, regulations, policies and procedures governing educational and student services programs; basic analysis methods for gathering, interpreting and presenting general, statistical and technical data.

Ability To: Exercise good judgment; organize and prioritize program needs; communicate effectively orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of performing duties; analyze statistical data.

Education/Training: Equivalent to completion of a Bachelor's degree from an accredited college.

Experience: Two years experience providing high level administrative support including the collecting, compiling and presenting of data related to budgetary, personnel or management processes.