



## **COORDINATOR II**

### **LEARNING SUPPORT SERVICES DEPARTMENT**

#### **DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Education Services

#### **PRIMARY FUNCTION**

Provide leadership in the development, implementation, evaluation, and improvement of all Learning Support Services programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Recruitment and hiring of Learning Support Services program staff.
- Assign Learning Support services staff to sites and share with the school principal responsibilities for the formal evaluation of these staff members.
- Provide for the orientation and in-service training of staff assigned to Learning Support Services programs.
- Facilitate smooth department operation/practices between District Office and school sites.
- Provide leadership and supervision to all employee groups within the department and provide for the formal evaluations of personnel not assigned to the other administrative personnel.
- Convene monthly Job-Alike Meetings to ensure standardization of practices and procedures; promote the highest quality of service delivery; facilitate communication to enhance team building; and share District and department information.
- Assist school sites in developing a safe and positive learning environment.
- Provide leadership to the El Cajon Collaborative.
- Serve as the District's representative in areas related to Learning Support Services and community collaboration.
- Monitor grant and special projects within the department for compliance.
- Establish and monitor departmental budgets.
- Serve as a regular member of the District's SST.
- Assist principals/school staff with concerns related to Learning Support Services programs and personnel.
- Work closely with school principals to ensure that all resources of the regular school program are utilized to ensure success for all children at risk.
- Keeps constantly alert to the needs and trends of the District in the area of Learning Support Services and recommends to the executive staff the expansion, modification or reduction of Learning Support Services programs as changing needs so indicate.
- Shares, with the site administrator, responsibility for planning and modifying Learning Support Services.

#### **IMMEDIATE SUBORDINATES**

Learning Support Services Coordinator, Facilitators, i.e., DATE, TUPE, Middle School Facilitators, Probation Officer, Counselors, Learning Support Services office staff

## JOB REQUIREMENTS

- Experience in Learning Support Services
- Administrative credential
- Master's Degree

## SALARY

In accordance with Certificated Administrators' Salary Schedule