

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PROGRAM SERVICES COORDINATOR**

DEFINITION:

Under supervision of the Administrator of S.E.R.R.F., the Program Services Coordinator will organize, plan, and execute program goals and objectives; to assist in maintaining a link between the districts, community, and county offices; to assist with recruitment, public relations, sustainability, grants/funding, placement of substitutes; and/or effectively meet the clerical needs of the department.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Perform a broad-spectrum of clerical duties and office work
- Prepare and process correspondence, documents, and forms
- Obtain, organize, and compile materials, resource library, and supplies as necessary
- Disseminate information and assist in recruitment activities
- Communicate with district personnel and community members in understanding program goals and objectives, and enlist their support and involvement in the program
- Plan, organize, promote, and coordinate activities, including: trainings, workshops, meetings, and publicity events
- Conduct information gathering for the purpose of evaluating and adjusting program plan when necessary
- Perform a variety of functions and activities related to program goals and objectives
- Assist with/coordinate substitute coverage, public relations, community and sustainability activities
- Drive frequently for department business

QUALIFICATIONS and REQUIREMENTS:

Valid California driver's license and evidence of insurance.

Knowledge of:

Purpose, goals, and objectives of educational programs, including After School Program and library circulation and cataloguing procedures

Ability to:

Communicate effectively in oral and written form
Understand and carry out oral and written directions with minimal accountability controls
Operate a variety of office machines and equipment
Operate a computer terminal to input and extract data
Establish and maintain cooperative working relationships
Be self motivating/monitoring
Operate library software and organize resources
Speak in public and be comfortable networking with a wide variety of individuals and groups

Experience:

One year of paid or volunteer experience providing service in community service programs, school site experience with direct supervision of children, or a combination of office experience and community service that prepares the candidate for the role

Education:

High school diploma or equivalent.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, the ability to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.