



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROGRAM SERVICES COORDINATOR - SERRF

### DEFINITION:

Under supervision of the Administrator of the SERRF Expanded Learning Program, this position will organize, plan, and execute program goals and objectives.

### 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.

- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Obtain, organize, and compile materials, resource library, and supplies as necessary.
- Developing a range of digital resources to optimize classroom/program learning and ensure on going learning outside of formal setting.
- 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.
- In consultation with credentialed staff and other program leads assist in creating and development of curriculum and resources aligned with SERRF program goals/objectives.
- Plan, organize, promote, and coordinate activities, including: trainings, workshops, meetings, and publicity events.
- Provide support to staff through on site coaching, mentoring and modeling of lessons and best practices.
- 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.

### EXPERIENCE AND EDUCATION:

- Equivalent to the completion of the twelfth grade.
- Associate of Arts or Science Degree or at least two years of accredited college or university coursework.
- Three years' experience in education with specific experience in clerical/secretarial work.
- Preference will be given to applicants with at least two (2) years of experience in the SERRF Expanded Learning program.
- Valid California driver's license and evidence of insurance.

### KNOWLEDGE OF:

- Purpose, goals, and objectives of educational programs, including Expanded Learning Program and library circulation and cataloguing procedures.
- Organization, procedures and operating details of the department to which assigned.





Tehama County Department of Education  
Job Description  
Program Services Coordinator - SERRF

Official:   
Effective: 03/24/21

- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.

ABILITY TO:

- Maintain confidentiality.
- 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.
- Exhibit strong planning skills, vision & creative intelligence.

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 10 to 20 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 brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and 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.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: July 26, 2013 Revised: March 24, 2021

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: March 24, 2021