

## VENTURA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR, SPECIAL POPULATIONS

#### **BASIC FUNCTION:**

Under the direction of the Director, Special Populations, develop, organize, coordinate, and conduct a variety of special project activities and operations to assist in providing education and human services for the disadvantaged, including high-risk and at-risk children and adult population groups; coordinate and provide representation at local School Attendance Review Board (SARB) meetings; assist with the research and development of grant funding proposals in compliance with RPFs; identify students qualifying for special projects, promote awareness of at-risk issues related to special populations and qualifying individuals; oversee various phases of numerous special projects and may coordinate additional complex projects; plan, design, establish timelines, coordinate budgets and expenditures, direct all aspects, and bring to closure multiple projects.

#### **REPRESENTATIVE DUTIES:**

Provide representation and input of the Court/Community School program at local School Attendance Review Board (SARB) meetings and with other youth-based programs;

Provide technical assistance to school districts regarding various assigned special projects; assist in analyzing and solving problems; extend Job-Alike opportunities to school district personnel;

Collect data for the purpose of analyzing and developing recommendations for program improvement;

Communicate regularly with school staff for the purpose of establishing cooperative and innovative approaches to solve truancy, delinquency, and gang violence issues;

Complete reports for the purpose of evaluating intervention attempts for truants and students with delinquent behaviors;

Coordinates with law enforcement agencies for the purpose of collecting and disseminating information pertaining to truancy, delinquency, and gang violence;

Establish conferences for the purpose of problem-solving attendance, discipline, and gang-related issues and redirecting youth towards regular attendance and positive behavior;

Foster communication for the purpose of establishing positive relationships between parents, students, staff and others;

Conduct home visits with parents and students for the purpose of checking on truant students and gaining parental support in students' educational and social development;

Organize presentations for the purpose of presenting intervention activities in a classroom setting;

Provide guidance for the purpose of redirecting youth away from gang involvement and/or delinquent behaviors;

Provide intervention for the purpose of redirecting youth towards positive school attendance;

Organize, coordinate and conduct a variety of special project activities and operations; develop and implement federal and State-funded special projects to assist in providing education and human services for the disadvantaged, including high-risk and at-risk children and adult population groups within Ventura County;

Coordinate programs, activities, and efforts to comply with State and federal laws to provide access to free and appropriate public education;

Research and develop grant funding proposals in compliance with RFPs; evaluate project components and estimate funding requirements; assist with administering, coordinating, and monitoring grant activities and budgets;

Identify students qualifying for specific special projects; communicate with school districts personnel, social case workers, and other County personnel; facilitate the enrollment process by interacting with parents and children to promote programs, benefits, and activities;

Promote awareness of at-risk issues related to special projects; develop and conduct presentations to school district staff; write and distribute communications to district personnel and parents;

Schedule appointments and meetings to meet with children and parents involved with assigned projects; provide assistance and tutoring to students as appropriate or as directed by instructional staff;

Conduct testing analysis for VCOE programs, maintain student files, order and deliver supplies to instructors and other program personnel; assist with the development of handbooks and other special project materials;

Develop and present workshops for County school districts; select locations, speakers, and other components of the training;

Develop project forms; develop computer programs to assist in project research; train and assist office personnel with computer operations as needed; operate various software applications to maintain records, including word processing, database, graphics, and spreadsheets;

Prepare and maintain records and reports related to assigned special projects and related activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required;

Operate a variety of office equipment, including a microcomputer, typewriter, VCR, and copier; operate a motor vehicle to visit various sites within the County to conduct work;

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDE OF:**

Word processing, spreadsheet, and database software applications used by VCOE;  
Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities;  
Policies and objectives of assigned special projects and activities;  
Interpersonal skills using tact, patience and courtesy;  
Research methods and report writing techniques;  
Technical aspects of the special project area;  
Basic budget preparation and control;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high-risk and at-risk students and adults;  
Operation of a computer terminal and data entry techniques;  
Record-keeping techniques.

**ABILITY TO:**

Assist and participate in developing plans to organize, coordinate and conduct a variety of special project activities and operations;  
Plan, organize, and coordinate components of multiple special projects;  
Assist with the research and development of grant funding proposals;  
Identify students qualifying for special projects;  
Promote awareness of at-risk issues related to special projects;  
Troubleshoot and solve project issues and problems;  
Read, analyze, understand, explain and implement technical information related to assigned special projects;  
Learn and explain VCOE organization, operations, policies, and objectives;  
Work on multiple projects;  
Operate computers and related software applications;  
Communicate effectively both orally and in writing;  
Learn, apply and explain policies procedures, rules and regulations;  
Maintain current knowledge of program rules, regulations, requirements and restrictions; and  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree in Education or a related field and four years of classroom experience. Administrative experience preferred; experience with specially funded (categorical) programs and with educationally disadvantaged and/or minority children preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential;  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Is subject to inside environment conditions; subject to driving to conduct work; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; may be required to work evenings or weekends.

**PHYSICAL ABILITIES:**

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;

Hearing and speaking to exchange information and to conduct presentations; and

Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.