

Code: 7115

Title: EDUCATION SERVICE COORDINATOR

SUMMARY: Coordinates, develops and administers special education programs in support of school district needs. This also develops and administers special educational programs and supportive services to meet the needs of various individuals and coordinates program development efforts between school districts in Pima County and outside funding sources. It is distinguished from all other program coordinator and administrative classifications by its unique assignment for these activities in the Office of the Superintendent of Schools.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Investigates needs of school districts and evaluates program and personnel of the district;
Initiates and administers educational projects and coordinates educational services for school districts;
Acts as a consultant to teachers;
Makes recommendations to local school districts regarding a variety of activities including curriculum, personnel and finances;
Provides information regarding new and special educational programs to district representatives, media contracts and community organizations;
Services as liaison between the Arizona Department of Education and Office of the Superintendent of Schools and Pima County Public Schools;
Assists in policy and procedure formulation and enforces resultant decisions;
Insures materials for new programs are prepared for legislature committees;
Writes various requests for grants and other financial support;
Organizes, hires proctors and supervises state mandated testing for home study students and interprets tests results to parents;
Supervises, hires, trains and evaluates teachers, aides and support staff for rural school districts;
Represents Superintendent of Schools at meetings;
Obtains and manages community volunteers for academic decathlon competition activities;
Prepares reports and conducts research projects;
Functions as principal for a rural school and insures that all statutory policies and budget constraints are met;
May act as contract administrator for special projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- education practices and procedures with emphasis on problems of school districts;
- the principles, practices, methods and techniques of teaching, administration, training and program coordination;
- educational program needs of various community organizations and special students;
- Arizona school laws and rules promulgated by the Arizona State Board of Education.

Skill in:

- coordinating, developing and administering special educational programs;
- conducting research, writing grants and preparing financial and statistical reports;

- planning, assigning, supervising and evaluating the work of others;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in education or a related field as defined by the appointing authority and four years of experience in teaching or education administration.

(Additional relevant education from an accredited college or university may substitute for a portion of the aforementioned experience)

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OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid, current Arizona Classroom Teacher Certification.

Physical/Sensory Requirements: Physical and sensory abilities will be determine by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78
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