

**COORDINATOR: EDUCATIONAL SERVICES**  
**COMPREHENSIVE STATE LITERACY GRANT**

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**Purpose Statement:**

The job of Coordinator Educational Services Comprehensive State Literacy Grant is done for the purpose/s of coordinating research, development, implementation, and assessment of professional learning, instructional guidance, tools, and resources related to a specific content area, that supports schools and districts to implement high quality, standard-based teaching and learning.

**Essential Job Functions:**

- **Collaborates** with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining coordinated services and/or programs related to Comprehensive State Literacy Grant.
- **Coordinates** and oversees the development of written reports, guidance, tools, and curriculum resources for the purpose of conveying information required to support related to the Comprehensive Literacy Grant.
- **Coordinates** program components including support needs, materials professional learners, logistical and operational considerations (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting district and/or grant/program needs, guidelines, or requirements.
- **Maintains** a variety of manual and electronic files and or/records (e.g. budgetary, professional learners, grants, units of study, up-to-date standards, literacy files, etc.) for the purpose of providing up to date reference material that complies with regulatory requirements and established guidelines.
- **Monitors** fund balances of assigned programs and related financial activity (e.g. grants, etc.) for the purpose of ensuring that expenses are within budget limits and that fiscal practices are followed for the Comprehensive State Literacy Grant.
- **Participates** in and leads meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- **Prepares** a variety of reports for the purpose of ensuring ongoing funding by complying with district and/or gran/program requirements, involving instructional effectiveness or impact, and providing information or guidance to support quality teaching and learning.

- **Presents** information to district and community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting programs, gaining feedback, and complying with established internal controls of the Comprehensive State Literacy Grant.
- **Provides** discipline-specific leadership consultation for the purpose of ensuring support and development of quality and sustained professional learning for the district schools.
- **Presents** grant information for the purpose of securing funding and engaging in innovative instructional and learning opportunities.
- Other duties as assigned.

**Other Job Functions:**

- Perform related duties as assigned.

**Job Requirement – Qualifications**

- Experience Required: Bilingual Spanish/English proficient preferred. Four (4) years of increasingly responsible experience conducting professional development activities, collaborative project implementation and assessment.

**Knowledge and/or Abilities Required:**

*Knowledge* of second language acquisition theory and bilingual education. Strong oral and written interpersonal skills using tact, patience and courtesy; principles and practices of supervision, training and providing work direction.

*Abilities* to establish and maintain cooperative and effective working relationships with adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation, standing/walking for prolonged periods.

**Education Required:**

Master's degree in education, educational leadership, closely related field.

**Licenses, Certifications, Bonding and/or Testing Required**

Appropriate Administrative Services Credential. Valid California Multiple Subject Teaching Credential with BCLAD emphasis preferred valid driver's license and proof of insurance. Criminal Justice Fingerprint Clearance.