

## LOCAL DISTRICT SUPPORT COORDINATOR

### DEFINITION

Assists a Local District in coordinating and developing a system of support for identified schools that may be underperforming in certain critical areas.

### TYPICAL DUTIES

- Coordinates, develops, and implements an aligned system of support for identified schools to ensure that program goals and outcomes related to student engagement and/or achievement are met.
- Liaises with principals and program stakeholders of the identified schools to ensure understanding of available resources.
- Researches and analyzes data and best practices from school districts and recommends ways to integrate the practices within the District.
- Develops and manages collaborative partnerships with community-based organizations to support improvement in targeted areas.
- Develops, maintains, and promotes positive professional relationship with volunteers, vendors, media, community representatives, organizations, and the general public.
- Coordinates with various agencies to organize trainings.
- Gathers and evaluates feedback from the field to better align programs and initiatives to achieve intended outcomes.
- May evaluate and strengthen existing programs to achieve academic, attendance, and other educational goals.
- May participate in implementing effective school-based strategies to help increase student attendance and academic achievement.
- May prepare proposals for grant funding for identified schools.
- May review pertinent existing and proposed city, State, and federal legislation and reports for potential effects on the District's programs related to student engagement and/or achievement and makes recommendations.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Local District Support Coordinator supports, identifies, and connects schools with resources in support of a strategic plan or program.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

### SUPERVISION

General supervision is received from an Administrator of Operations (AOO), Administrator of Instruction, or designee.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures and policies that relate to the strategic plan or program
- Research techniques, including business statistical analysis and graphic presentation of data
- Statistical analyses and various methods of presentation
- Community-based organization, educational agencies, and other local, State, and federal agencies related to student engagement and/or achievement
- Utilize various computer applications such as word processing, spreadsheet, database, and email
- Grant acquisition techniques
- Grant terms and conditions

### Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Effectively manage sensitive issues and find resolutions to complex problems
- Develop and translate policies and procedures into practical applications
- Make presentations to program staff, community based organizations, and others who are interested in and may be of assistance to the Persistently Underperforming Innovation Schools
- Prepare grant applications

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, or a closely related field. A graduate degree in one of the areas listed above is preferable.

### Experience:

Four years of professional-level experience with responsibility for coordinating and implementing a plan or program involving community outreach activities and community relations, preferably for an organization that provides educational services.

or

Four years of professional-level experience in a K-12 environment facilitating collaboration with stakeholders on identifying goals for student achievement, assessing progress toward meeting the goals, and serving as a resource for and liaison to the stakeholders of the school community.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
01-29-18  
KG/PJO