

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>Title:</b> Coordinator, Special Projects	<b>Reports:</b> Assistant Superintendent C.I.I.S. and Human Resources
<b>Department:</b> C.I.I.S. and Human Resources	<b>Classification:</b> Certificated Management
<b>FLSA:</b> Exempt	<b>Work Year:</b> 226
<b>Issued:</b> October 7, 2021	<b>Salary:</b> 23

---

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Human Resources; and Assistant Superintendent of Curriculum, Instruction, Innovation, and Support, the Coordinator, Special Projects will design organization-wide systems to ensure alignment and sustainability, while also supporting mission-critical, cross-organizational projects. They will evaluate, assess, and adapt or design organizational-wide systems to ensure alignment of stakeholders towards our goals, while also skillfully navigating change management. Additionally, they will demonstrate care for the organization and its people by putting strong project management and cross-team collaboration skills to use to support the efficient and effective completion of projects that impact the whole organization.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E** = Essential Functions

Conducts assessment of current state of operational systems and designs or adapts processes to streamline and optimize workflows across the organization. **(E)**

Develops a cycle of data-driven continuous improvement for operational procedures and policies. **(E)**

Defines operational metrics and key performance indicators with school leaders and ensures usage of accountability systems. **(E)**

Trains school leaders and support office colleagues in new processes and ensures continued support for successful adoption. **(E)**

Documents workflows, processes, and systems to create standard operating procedures. **(E)**

Ensures care for the organization and its people by designing operational systems and processes that provide team members with tools they need to do their work effectively. **(E)**

Provides thoughtful leadership on collective team infrastructure and operational processes. **(E)**

Monitors and assesses the successes, failures, and challenges of our operations strategy in collaboration with the team and proposes adjustments as needed. (E)

Collaborates with team members in the design, development, and implementation of strategic projects to support strategic and operational planning of goals. (E)

Advises teams regarding cross-functional considerations, workflow integration and coordination, and optimization of best practices. (E)

Develops trusted relationships with stakeholders and ensures that stakeholders are kept appropriately informed of project activities and are encouraged to participate as appropriate. (E)

Provides technical expertise, information and assistance to school and district staff regarding assigned functions; engages in strategic planning and development of safety and health policies, procedures, and programs. (E)

Identifies, plans, designs, and coordinates training programs for employees regarding safety, health, and assigned special projects; provides presentations, workshops, and staff development regarding school safety and topics relevant to assigned projects and programs. (E)

Functions as a member of the District's management team, serves on assigned committees, coordinates with other management personnel in the areas of assigned responsibility, and executes the assigned functions of the team when needed. (E)

Coordinates and participates in administrative meetings and staff development at district and school site level as directed. (E)

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepares agendas and memorandums as needed. (E)

Supervises and evaluates the performance of assigned staff; interviews and selects employees; plans, coordinates, and arranges for appropriate training of subordinates. (E)

Performs other duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education, Experience, Licenses, and Other Requirements:**

Bachelor's degree required in humanities, languages, liberal arts, subject area content, education, or related field. Master's degree in related field preferred.

Possession of a valid California preliminary or professional clear teaching credential authorizing service as a teacher is required.

Possession of a valid California administrative credential authorizing service as an administrator is preferred.

Demonstrated successful management experience related to Covid-19 public health guidance for K-12 schools in California is required.

Employment eligibility includes fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use.

Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- District policies, procedures, memorandums of understanding and collective bargaining contracts relating to risk management issues, specifically pandemic-related issues;
- Research methods and report writing techniques;
- A strong analytic, accountability, and systems-thinking orientations necessary to inform strategy development and execution;
- Record-keeping techniques;
- Technical aspects of field of specialty;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **Ability to:**

- Plan, organize, coordinate, and administer programs;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;
- Communicate effectively, both orally and in writing;
- Write in a clear and concise manner for broad public appeal and interpretation;
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Analyze situations carefully and adopt an effective course of action;
- Interpret, apply, and explain administrative and board policies, laws, and regulations;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions';
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties; and
- Supervise and evaluate the performance of staff.

**WORKING CONDITIONS:**

**Environment:**

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

**Physical demands:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

**Hazards:**

- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of coordinator, special projects and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
**(Signature of Employee)**

\_\_\_\_\_  
**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

BOARD APPROVED:      October 7, 2021