

Classification Description

Job Title: Coordinator, School of Education (SOE)

Pay Grade: 107

Job Code: 3810

FLSA Status: Non-Exempt

Job Purpose

This position is responsible for supporting School of Education (SOE) operations, including fiscal, human capital, communications, and special projects across the two Collegiate Charter High Schools, Accelerated Pathways Program, and the Early Childhood (ECE) and Baccalaureate Elementary Education programs.

General Responsibilities

Essential Functions

Performs operational functions including, but not limited to, budget and financial management, expense reports, administration of the course schedules, and processing of adjunct contracts (FLAC).

Coordinates the accurate and timely completion of both routine administrative department functions, and may delegate tasks to support personnel where applicable.

Recruit, select, onboard, and manage student assistants to support all of our academic programs.

Prepares presentations, reports and associated materials for the Board, the College, and public or community organizations as requested by the supervisor.

Coordinates departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, and meeting agendas and minutes.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Prepares and disseminates routine departmental reports and special reports as requested.

Assists supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, report preparation.

Coordinates and maintains departmental filing systems (electronic and hard copy), to include supervisor's files, all department records, forms, reports, etc.

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Monitors and manages assigned budgets, to include grant budgets where applicable. Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Assists supervisor, as directed, in performing administrative support and coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Represents the supervisor at meetings, events and other forums as requested.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in education, administration, or a related field.

Three (3) years full-time professional work experience in a related role.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

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- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 19, 2019. Revised: January 1, 2020, October 19, 2022(r), July 1, 2023, and July 1, 2024, August 27, 2026 (r).