Madera Unified School District
Classified Job Description

S3 Project Coordinator

Purpose Statement
Under the direction of the site Administrator, coordinate the implementation of California School Climate, Health and Learning Survey, (Cal-SCHLS), California Healthy Kids Survey, California School Climate Survey and California School Parent Survey data collections, and maintenance of data and records. Assist in a school intervention that addresses the school climate, safety needs and parent involvement. Coordinate and implement the S3 Project grant and grant requirements.

This job reports to the site Administrator.

Essential Functions

- Coordinate the school site S3 project.
- Monitor project progress to ensure that programmatic interventions are implemented as described in the work plan.
- Coordinate the annual Cal-SCHLS among all students, staff, and parents; ensure a minimum of 60 percent response rate for students and staff.
- Maintain required documentation of project services, activities, accomplishments, and program records.
- Work with responsible school/district staff to develop and submit the S3 annual progress reports and expenditure reports; maintain and or monitor budget and project modifications.
- Comply with the CDE evaluator requirements and coordinate ongoing data collection for evaluation purposes.
- Coordinate and facilitate meetings of the S3 intervention team.
- Provide direct services to students, school staff, and parents; as a liaison to increase parent engagement at school.
- Develop and maintain accurate records in a manner consistent with use by current and future staff.
- Prepare and provide reports from various sources of data in a variety of formats.
- Grant writing as required.
- Operate equipment needed to most efficiently complete each procedure including but not limited to; calculator, computer, fax, and copy machine.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of maintenance of the S3 grant.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skilled-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/preparing and maintaining accurate records; and utilizing pertinent software applications, competency in microsoft office.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; Working knowledge of District and site policies, procedures, and regulations. Correct English usage, grammar, spelling, punctuation, and vocabulary. Proper hygiene practices and procedures. Operation of a computer and assigned software. Modern office practices, procedures, and equipment. Methods of collecting and organizing data and information. Interpersonal skills using tact, patience, and courtesy. Principles of training and motivating staff, students, and parents.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Take directions willingly and provide reliable follow through. Communicate effectively both orally and in writing. Analyze situations accurately and adopt an effective course of action. Prepare records and reports related to assigned duties and grant requirements. Interact effectively with students, parents, personnel, and the public. Work effectively with a student population. Work collaboratively in teams and with families. Maintain confidentiality of sensitive and privileged information. Work effectively with individuals from various ethnic and cultural groups. Establish and maintain cooperative and effective working relationships with others. Contribute to a positive working environment.

Required: Oral bilingual proficiency in a second language required.

Responsibility

Responsibilities include: providing information and/or advising others; collection of data, records, survey maintenance. Utilization of some resources from other work units may be required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.
**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. Seeing to read a variety of materials, hearing and speaking to exchange information in person and on the phone. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

**Experience:** Two years of experience in working with diverse students and parent populations in an organization or educational environment, and one year of experience in creating reports, and data collection, and use of Microsoft office.

**Education:** High School diploma or equivalent.

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**Required Testing**

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

**Certificates**

- Possession of a valid Class C California Driver’s License

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**Continuing Educ./Training**

- None Specified

**Clearances**

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance
- Physical Demands(A)

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**FLSA Status**

- Non Exempt

**Approval Date**

- 04/18/12

**Salary Range**

- Non Exempt