

**MARIN COUNTY OFFICE OF EDUCATION  
PROJECT COORDINATOR  
Job Description**

**Brief Description of Position:**

Works under the supervision of a Director or Assistant Superintendent and is responsible for the daily operation of assigned programs including, but not limited to, supervision and evaluation of assigned staff, fiscal accountability and professional leadership.

**Duties and Responsibilities:**

**1. SUPERVISES AND EVALUATES PROGRAM PERSONNEL IN ACCORDANCE WITH ESTABLISHED MCOE POLICIES AND PROCEDURES**

Quality Indicators\*<sup>1</sup>

- a) evaluates personnel performance and provides feedback and appropriate follow-up
- b) conducts regular, scheduled observations of personnel with follow-up conferences
- c) recommends selection, assignment and reassignment of program personnel
- d) demonstrates knowledge of current employee contracts
- e) provides timely notification of vacancies, leaves of absence, and/or staffing needs
- f) cooperates with personnel and business offices
- g) demonstrates appropriate interview skills
- h) demonstrates knowledge of credential requirements
- i) establishes and monitors work hours and schedules for all program staff

**2. PROVIDES PROFESSIONAL LEADERSHIP**

Quality Indicators

- a) frequently disseminates pertinent program information to staff
- b) meets regularly with staff in an organized manner

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<sup>1</sup> \* A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.

### **3. INSURES SMOOTH DAILY OPERATION OF ASSIGNED PROGRAMS**

#### Quality Indicators

- a) informs Director or Assistant Superintendent of activities and needs of the program
- b) has systems for intraprogram communication
- c) insures the maintenance of program facilities equipment
- d) insures the timely submission of required reports

### **4. IMPLEMENTS AND MONITORS PROGRAM BUDGET**

#### Quality Indicators

- a) maintains records to insure budget compliance
- b) participates in budget development and revisions
- c) prepares and submits required budget reports in a timely manner
- d) reviews and authorizes purchase orders
- e) monitors expenditures

### **5. DETERMINES NEEDS FOR AND PROVIDES APPROPRIATE STAFF DEVELOPMENT**

#### Quality Indicators

- a) documents assessment of staff development needs
- b) demonstrates knowledge of internal and external staff development resources and informs staff of these opportunities
- c) records staff involvement in professional development activities
- d) insures staff participation in needed staff development activities

### **6. PROVIDES SUPPORT TO OTHER MCOE DIVISIONS AND PROGRAMS**

#### Quality Indicators

- a) participates in intra-office activities, e.g., task forces, evaluation studies, special projects, community relations
- b) actively participates in program manager staff meetings and/or divisional meetings as requested

c) observes office programs other than ones for which coordinator is responsible

**7. ESTABLISHES AND MAINTAINS COOPERATIVE RELATIONSHIPS WITH OUTSIDE GROUPS WHICH MAY INCLUDE, BUT NOT BE LIMITED TO PARENTS, COMMUNITY AGENCIES, VOLUNTEER GROUPS, COUNTY AND CITY GOVERNMENT DEPARTMENTS, AND LOCAL BUSINESSES**

Quality Indicators

a) evidences clear communication about the program to the public

b) cooperates with community groups/organizations

c) responds in a timely manner to parent or community concerns

d) explores community resources for additional program support

**8. PLANS, DEVELOPS AND IMPLEMENTS NEW PROGRAMS AND SERVICES OR OTHER PROJECTS AS APPROPRIATE**

Quality Indicators

a) actively seeks current legislative information from professional sources, such as legislative update newsletters, and uses this information to make recommendations for adjustments to services and programs

b) develops written proposals for new programs or services

c) demonstrates creativity and flexibility in developing new programs or services

**9. COMMUNICATES EFFECTIVELY**

Quality Indicators

a) is readily accessible to staff

b) actively encourages parents, staff and interested others to communicate their concerns and ideas

c) demonstrates interest in, and acts on, expressed issues of concern and ideas

d) demonstrates clear expression of ideas in both written and spoken formats

**10. SOLVES PROBLEMS EFFECTIVELY**

Quality Indicators

a) facilitates conflict resolution between individuals and/or groups

- b) considers pertinent, available information in reaching decisions
- c) monitors the effects of decisions and is willing to reconsider if expected results are not achieved

**11. INSURES THAT PROGRAM OPERATION IS IN COMPLIANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS**

Quality Indicators

- a) demonstrates knowledge of state and federal regulations
- b) understands and accurately interprets policies and regulations pertaining to assigned program(s)
- c) documents evidence of program compliance with appropriate regulation

**12. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PERSONAL PROFESSIONAL GROWTH**

Quality Indicators

- a) attends workshops, classes, inservices, and conferences related to identified areas of needed and preferred professional development
- b) demonstrates knowledge of current professional/educational practices