

Student Outcomes Program Coordinator

DEFINITION:

Under the direction of the Associate Superintendent or designee, the Student Outcomes Program Coordinator seeks to improve the performance and outcomes of Butte County Office of Education (BCOE) students through improved services and support as measured by the California School Dashboard Indicators and state/federal compliance. Specifically, the Student Outcomes Program Coordinator will increase access and support successful completion of A-G courses, and develop processes to implement comprehensive advising including post-secondary plans. The Student Outcomes Program Coordinator will work with the data services department to disaggregate and organize student data to support the Local Educational Agency (LEA) Administrative team with BCOE student outcomes as related to local and statewide indicators and specifically data analysis on college and career readiness, and the college and career exploration framework.

Additionally, the Student Outcomes Program Coordinator will guide school staff and community partners in providing services that support college and career readiness, training, and skill development and support the LEA Administrative Team (LEA Admin) with measurable actions in the Local Control Accountability Plan (LCAP) and outcomes grants, such as the A-G Improvement Grant Plan.

EXAMPLE OF JOB DUTIES: (May include, but is not limited to the following)

1. Ensures that all necessary data is collected to evaluate and plan for the A-G Improvement Grant Plan.
2. Ensures that all necessary data is collected to evaluate and plan for effective college and career and transitional services.
3. Collect and disaggregate student data to produce a variety of reports for the LEA Admin and school site teams.
4. Facilitate and coordinates the Transition Specialist collaboration.
5. Assists in the formulation of plans and programs designed to best address the current and potential needs of our students and families.
6. Assists in the coordination of rigorous college and career coursework at the schools.
7. Facilitates the use of data to identify existing college and career readiness pathways and gaps among schools and community colleges/industry and helps make recommendations for furthering pathway development.
8. Provides technical assistance to inform the development of work-based learning, and student internship opportunities.
9. Works as part of the department management team to ensure the direction taken by the department parallels the needs of the students, families, schools, businesses and/or community.
10. Informs and supports the development and implementation of college and career exploration in BCOE schools.
11. Provides and/or coordinates appropriate training and staff development activities.
12. Establishes and maintains cooperative working relationships and effective communications with schools, local colleges, the community partners/agencies, local businesses, and other outside agencies as appropriate.
13. Attends appropriate school, community, or outside agency meetings as assigned.
14. Develops and utilizes an effective communication system; prepares and distributes information.
15. May serve as the primary liaison between the business community and BCOE schools by keeping up-to-date regarding the trends, needs, and expectations of employers and employees.
16. Provides technical assistance to inform the development and implementation of transitional services.

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17. Performs other duties as assigned.

QUALIFICATIONS**Knowledge of:**

1. Effective practices for students in alternative school settings
2. Title 1 data collection systems and practices
3. Community agencies serving the student population
4. Effective communication including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members
5. Writing skills to effectively convey ideas, reports, letters, memos, and survey questionnaires
6. High degree of knowledge and strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; knowledge of effective classroom instruction and ability to provide appropriate assistance and/or suggestions for improvement
7. Techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures
8. Policies, procedures, and practices governing educational programs

Ability to:

1. Conduct meetings, facilitate groups and workshops
2. Develop and maintain collaborative working relationships with community agencies, staff, students, and the public
3. Identify, facilitate and use data to inform and support program development
4. Communicate clearly, concisely, and effectively both orally and in writing with constituents
5. Organize and conduct presentations and trainings

Experience and training:

1. Bachelor's Degree from an accredited college or university
2. Five years of full-time K-12 school district, county office of education, college, or university work experience in transitional services
3. Demonstrated sensitivity to and understanding of the diverse cultures of high school students
4. K-12 advising, college and career preparedness and/or grant experience, desirable

PHYSICAL REQUIREMENTS:**Occasional (less than 25%)**

Ability to bend and twist, stoop, and kneel
Ability to lift 40 pounds
Ability to carry 25 pounds
Ability to stand for extended periods of time

Often (25 – 50%)

Sufficient mobility to move about an office
Able to safely operate a motor vehicle for the purpose of attending meetings and conferences

Very Frequent (76%)

Ability to stand and move around an office

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Ability to work at a desk, conference table, or in meetings of various configurations
Ability to see for purposes of reading printed matter and observing students and staff
Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand
Ability to operate office equipment
Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted: May 2022
Salary Schedule 16, Range 20
243 contract days