



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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**POSITION TITLE:** *Coordinator II* #3015  
*Student Activities & Events*  
*Educational Services*

**SALARY PLACEMENT:** Management Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Bachelor's Degree and Teaching Credential with teaching or education-related work background.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Three to five years classroom teaching experience, M.A. in a related field.

**MINIMUM EXPERIENCE:**

Some working knowledge and/or experience with student-activity programs such as Academic Decathlon, Science Olympiad, Science Fair, and Academic Pentathlon at the elementary, middle and/or high school level.

**DESIRABLE EXPERIENCE:**

Experience as a coach in any of the above-mentioned student activities.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to plan, coordinate, complete, and provide leadership for extra-curricular programs designed for students grades 3-12 from throughout San Joaquin County. Aptitude to speak and make presentations before large groups of people. Facility to provide instruction leadership and guidance to teachers who coach teams of students for countywide competitions. Proficiency in various modes of writing, especially organizing newsletters. Function in a leadership role in setting agendas and conducting coaches' meetings on a regular basis. Capability to evaluate the quality of student programs with an eye on innovating new programs and enhancing and upgrading existing ones. Communicate and integrate programs effectively with other members of the Education Services Department as well as parents, coaches, administrators, and students. Be flexible and receptive to change and perform whatever is required to complete the assigned tasks.

**SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent, Education Services, support the implementation, continuance, and/or upgrading of existing student-activities programs and assume responsibility for implementation of three Science Olympiads, the county-wide Science Fair, Academic Decathlon, Academic Pentathlon, Decathlon Fine Arts Seminar Day, Spelling Bee, and Pinnacle Team. Does other related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Provide support for teachers who are coaching teams for student events.
2. Attend meetings to keep abreast of current trends.
3. Analyze existing programs with an eye on innovation and general improvement.
4. Work with local elementary, middle and high schools, as well as colleges and universities, in scheduling facilities for student events.
5. Work with the staff of local schools and higher education groups in planning events.
6. Plan and organize three Science Olympiads and the annual county Science Fair.
7. Coordinate the annual Academic Decathlon, the Academic Pentathlon, Decathlon Fine Arts Seminar Day, Spelling Bee, and the County Office of Education's role in the Pinnacle Team selection.
8. Conduct meetings and/or training sessions for coaches, judges, and parents.
9. Maintain budgets for the events.
10. Evaluate all above-mentioned events
11. Assist with any other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels, to small and large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.
7. Be able to set up tables, chairs, screens, and other needed equipment for events.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and outdoors, as needed, and come in direct contact with San Joaquin County Office of Education staff, district staff, and the public at large.