SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: ROP Operations Coordinator \hspace{1cm} REPORTS TO: Assigned Supervisor

DEPARTMENT: School to Career \hspace{1cm} CLASSIFICATION: Classified

FLSA: Exempt \hspace{1cm} SALARY GRADE: 044 Supervisors’

REVISED: October 28 2002

BASIC FUNCTION:

Plan, develop, coordinate, and implement district Regional Occupational Program (ROP) operational services for secondary pupils and adults enrolled in ROP classes for the metro area service center; provide administrative and technical services; supervise assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, develop and coordinate Regional Occupational Program (ROP) operational services for secondary pupils and adult enrollees in ROP classes. E

Formulate annual budget proposals and recommend changes to course offerings based upon projected enrollments and other factors. E

Coordinate courses offered with County Office of Education, Community Colleges, other area service centers and private vendors. E

Organize enrollment periods for eligible adult pupils; coordinate printing of course schedules, catalogs, brochures, and other program materials. E

Arrange for publicity and advertisements for program courses. E

Coordinate transportation services for district pupils. E

Contract with private schools and vendors for courses not available from other area service centers. E

Monitor attendance hours and approves collection and reimbursement of fees. E

Provide technical expertise to School-to-Career transition team and act as a district resource for ROP operations; work with district staff to coordinate ROP services. E

Supervise assigned staff; identify areas of need and recommend changes to operational services. E

Chair committees and participate in meetings as district representative for ROP services. E

Assist certificated staff with requests for equipment, supplies, and other course requirements. E

Respond to complaints from staff and pupils and make recommendations for improvements. E

Operate standard office equipment including microcomputers and related software applications. E
Develop statistical and narrative reports; presents program information to community members, the business community, and the public.

Assist in developing data collection and evaluation of program services.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in business or public administration or other appropriate field and three years of recent, progressively responsible, related experience, preferably including implementing and administering an educational services program.

**LICENSES AND OTHER REQUIREMENTS:**
None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
ROP, vocational, and applied technology education programs.
Modern administrative and office management procedures and methods.
Technical aspects of field of specialty,
Reading and writing English communication.

**ABILITY TO:**
Apply budgetary principles, procedures, and control techniques.
Prepare statistical and narrative reports.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, educational organizations, business community, and the public.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train, supervise, and evaluate performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office setting

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.