

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JULY 2009  
SALARY SCHEDULE: #94  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**COORDINATOR I – SPECIAL SERVICES**

**DEFINITION**

Under the general direction of the Director of CalSTRS Client Outreach and Special Services, the Coordinator I – Special Services is responsible for undertaking a variety of assignments that support the planning, organization, execution, and evaluation of program needs throughout Kern County Superintendent of Schools.

**EXAMPLES OF DUTIES**

Under general direction, the Coordinator I – Special Services will participate in cooperative endeavors with departments throughout KCSOS;

provide strategic planning support to decision makers and education planners;

prepare a broad range of reports, including the retrieval and assembly of data required to complete those reports;

responsible for working with other Kern County Superintendent of Schools' staff and school district administrators and planners;

develop and/or maintain information databases, including U.S. Census data, the Public Law 94.171 U.S. Census Redistricting File, CBEDS, Language Census Survey data, the AFDC database, the Health Factors database, and will develop and maintain the department's Atlas GIS mapping and reporting system;

uses data from above data systems in the creation of analytic data sets for other departmental offices and users;

is proficient in all aspects of microcomputer to mainframe computer communications for file transfer and works cooperatively with the data processing department on endeavors of mutual concern and benefit to the overall organization;

provide support and assistance for special projects as assigned.

**QUALIFICATIONS**

Knowledge of:

Policies and practices of California K-12 public education;

analytical skills;

office policies and practices;

desktop publishing;

Microsoft or WordPerfect word processing, graphics software, Microsoft Excel, Access, and communications software is desirable.

Ability to:

Demonstrate experience in preparing and presenting both statistical and professional reports to lay and professional audiences;

possess excellent writing and oral communications skills.

Experience:

Experience with basic database and information systems, such as the California Basic Educational Data System (CBEDS), the California Language Census Survey, student testing data, as well as U.S. Census data preferred;

geographic mapping information systems, such as Atlas GIS, and will use these data in support of public education planning in support of delivery of education services to K-12 populations and new growth communities preferred;

developing projections models on both mainframe and microcomputer environments;

must have experience in working with large databases.

Education:

Must be a graduate of a four-year college or university.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

10/23/15

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