

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2025
SALARY SCHEDULE: #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 2, 3, 6, 8**

PROGRAM COORDINATOR – HOMELESS AND FOSTER YOUTH

DEFINITION

Under general direction, the Program Coordinator, will oversee all aspects of the assigned program, including budget, and will be the primary contact for district participants.

EXAMPLES OF DUTIES

The Program Coordinator – Homeless and Foster Youth will develop, manage, supervise and implement all aspects of the program;

supervise and evaluate assigned staff;

supervise and coordinate the Implementation of all components of the program including the budget;

serve as the primary contact for all districts participating in the program;

participate in statewide, regional and local activities required of the program;

participate in appropriate trainings and services as a trainer for districts participating in the program;

schedule and facilitate all professional development activities specified in the program plan;

keep accurate records of work completed by program participants and other personnel hired to support program activities;

work with district and site personnel to monitor work and assess needs;

facilitate program evaluation and reporting;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Fundamental principles in quality professional development and content development;

knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, and training.

Ability to:

The Program Coordinator – Homeless and Foster Youth will have appropriate and specific skills and knowledge that match the context of the position;

proven ability to provide leadership in the development and implementation of quality staff development;

proven ability to provide leadership in the development and implementation of instructional practices;

proven ability to serve students with diverse needs including English language learners;

ability to work effectively with diverse individuals and groups;

effectively structure, organize, and systematize tasks and activities;

manage a budget with accuracy and fiscal accountability.

Experience:

Prior experience in a supervisory and/or lead position.

Experience coordinating and conducting professional development activities.

Experience in content development and implementation of reform documents, standards, frameworks, and assessments.

Education:

BA required.

Prior experience developing and delivering trainings preferred.

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 is overtime exempt and has a probationary period of one year.

CP:rn

6/5/2025

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Formerly Coordinator I –School Community Partnerships Safe Schools Healthy Students 2024