

OPERATIONS SUPPORT COORDINATOR

DEFINITION

Coordinates, plans, and analyzes activities and projects of the Division of School Operations.

TYPICAL DUTIES

Coordinates and works in collaboration with multiple division leaders on current and upcoming District programs to ensure coherence and alignment toward the intended goals and outcomes of the District's Strategic Plan and Every School Safe (ESS) Blueprint.

Reviews, evaluates, and updates policies, processes, and procedures that impact various District programs and systems and provides guidance to senior leadership regarding recommended changes.

Reviews, interprets, and analyzes data sets, reports, budgets, and programs to prioritize resources and recommends solutions and action plans to address concerns, streamline reporting policies and practices, and align goals and metrics to the District's Strategic Plan and ESS Blueprint.

Coordinates, monitors, and produces reports using various financial, operational, and instructional data from multiple sources.

Disseminates data, reports, and policies to senior leadership to ensure student safety and support data-driven decision making.

Provides responses to Public Records Act data requests and supporting narratives, as needed.

Acts as a liaison between executive management, regions, and various offices to develop or enhance reporting methods leveraging data.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Operations Support Coordinator supports the Division of School Operations by analyzing various programs, policies, procedures, and resources to ensure alignment with the District's Strategic Plan and ESS Blueprint.

SUPERVISION

General supervision is received from the certificated Chief of School Operations, or designee. May supervise lower-level technical and clerical support staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget

Organization, staffing, functions, and goals of the District

Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures and policies that relate to the strategic plan or program

Concepts and business applications of data management systems and procedures

Research techniques, including business statistical analysis, data collection and management, and graphic presentation of data

Analytics and statistical models to identify trends, patterns, and relationships

Ability to:

- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Exercise independent judgment and initiative
- Effectively manage sensitive issues and find resolutions to complex problems
- Develop and interpret policies and procedures into practical applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, business or public administration, business or public policy, or a closely related field.

Experience:

Four years of experience facilitating collaboration with stakeholders in implementing operational or strategic plans including data analysis; policy analysis; and making recommendations to organization-wide programs, policies, or procedures. Experience in a K-12 school district is preferable. A master's degree in public or business administration, public policy, or closely related field may be substituted for up to two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
08-17-23
RGK/LKD