

137099 Coordinator Policy Services/
Special Projects

Job Title: Coordinator Policy Services/Special Projects	Wage/Hour: Exempt
Reports to: General Counsel	Pay Grade: 103
Dept/School: Legal Department	Date Revised: November 1, 2024

Primary Purpose

Review, revise and maintain district policies, regulations, and exhibits. Assist General Counsel with department initiatives, duties, and responsibilities.

Qualifications**Education/Certification**

Bachelor's Degree

Special Knowledge/Skills

- Knowledge of District Policies
- Strong writing skills
- Ability to research, compile, interpret and analyze policy and administrative data
- Knowledge of compliance rules applicable to public education, State and Federal
- Knowledge of compliance key activities, process and issue impacting public education including local district policies and regulations
- Knowledge of data processing application on stand-alone personal computers and related software applications: Microsoft Outlooks, spreadsheets, data extraction and Policy Online look-up
- Knowledge of Texas Education Agency (TEA) compliance requirements
- Excellent organizational, communication, and interpersonal skills

Experience

Three (3) years school and/or business experience

Major Responsibilities and Duties

1. Gather data and conduct data analysis in consultation with clients and other users to provide information to the General Counsel regarding problems affecting the district.
2. Maintain current knowledge and understanding of District policies.
3. Maintain updates on handbooks, codes of conduct, and other District publications on request.
4. Assist in the development and upkeep of District Policies, Regulations, and Exhibits.
5. Assist in contract preparation, review, and processing as needed.
6. Assist in reviewing and responding to open records requests.
7. Assist in special projects as needed.
8. Analyze policy updates, coordinate changes with departments, district leadership and administrative teams as necessary.
9. Coordinate with executive leadership and legal department for placement of policies on applicable agendas as necessary.
10. Research regulations by reviewing TEA regulatory bulletins for current update requirements.
11. Assist with administrative regulation development by researching TEA and other districts.
12. Assist in the development and documentation of process as well as other department informational documents.
13. Maintain high customer service standards.
14. Maintain rapport with district leadership, administrative teams, and district staff.
15. Maintain and promote a positive relationship with District personnel, clients, governmental entities, external auditors/monitors, and other stakeholders.
16. Prepare and present project completion reports to illustrate results of work performed.
17. Maintain confidentiality, independence, objectivity, and ethical standards with work performed.
18. Monitor the District's Legislative agenda, provide briefs on legislative issues, and ensure the General Counsel is up to date with any legislative concerns.
19. Prepare comprehensive, accurate, and timely data analysis for decision-making.

- 20. Provide or coordinate staff training as needed.
- 21. Perform other duties as assigned by General Counsel.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, work with frequent interruptions; occasional prolonged and irregular hours; infrequent district wide travel; prolonged use of the computer and repetitive hand motions; stooping, bending, kneeling; and moderate lifting and carrying.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a

copy Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.