

Job Title: Coordinator	Wage/Hour Status: Exempt
Reports to: General Counsel/Chief Quality Officer	Pay Grade: 105
Dept/School: Legal Department/Chief Quality Office	Date Revised: February 4, 2022

Primary Purpose

Assist General Counsel and the Chief Quality Officer in Departmental initiatives, duties, and responsibilities.

Qualifications**Education/Certification**

Master's Degree in Education, Public Administration, or Business Administration

Special Knowledge/Skills

- Strong organizational, communication and interpersonal skills
- Knowledge of word processing, spreadsheets, and presentation software
- Knowledge of statistical, and GIS software
- Knowledge of strategic planning processes

Experience

Three (3) years experience in financial analysis, evaluation, research, administration, and/or planning

Major Responsibilities and Duties

1. Assist in the development and monitoring of the District Strategic Plan.
2. Assist in preparing reports from District departments and campuses and provide the Chief Quality Officer.
3. Update information on strategic plan implementation progress, program evaluations, and state and federal accountability systems.
4. Assist in facilitating communication and ensure implementation of departmental initiatives in a timely and efficient manner.
5. Monitor the District's Legislative agenda, provide briefs on legislative issues, and ensure the General Counsel is up to date with any legislative concerns.
6. Participate on various committees, as necessary, to ensure effective strategic planning and alignment with the district's strategic priorities.
7. Prepare comprehensive, accurate, and timely data analysis for decision-making.
8. Gather data and conducts data analysis in consultation with clients and other users to provide information to the General Counsel or Chief Quality Officer regarding problems affecting the district.
9. Assist in the assessment of the financial implications of both short and long-range decisions of the district.
10. Maintain current knowledge and understanding of District policies.
11. Assist in the development and upkeep of District Policies, Regulations, and Exhibits.
12. Assist in contract preparation, review, and processing as needed.
13. Assist in special projects as needed.
14. Provide or coordinate staff training as needed
15. Perform other duties as assigned by General Counsel/Chief Quality Officer.

Supervisory Responsibilities

As needed or directed

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions.

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.