

North Monterey County Unified School District

DRAFT POSITION DESCRIPTION

Position Title:	MESA Coordinator
Department:	N/A
Reports To:	Principal

SUMMARY:

Under the direction of the Principal, this position has the responsibility to facilitate and manage the operation of the site based MESA program including management of staff, budget, curriculum, recruiting and training. The MESA Coordinator will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Coordinate site team meetings.
2. Plan and coordinate all MESA trips or competitions.
3. Facilitate all site team meetings.
4. Attend any MESA trainings.
5. Chaperone any MESA events.
6. Attend and help with MESA parent information nights.
7. Attend and help with end of year banquet.
8. Facilitate recruiting visits to other schools.
9. Attend all MESA administration meetings.
10. Assist in data collection.
11. Be available for coaching and/or supporting the MESA teachers.
12. Communicate with teachers.
13. Participate in planning staff development.
14. Maintains appropriate certifications and training hours as required.
15. Attends work regularly and is punctual.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. Possession of a valid CA teaching credential in associated subject matter.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Successful completion of all pre-requisite training for coordinators by the North Monterey County Unified School District.
6. Positive leadership ability.
7. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
8. Oral and written skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
11. Must possess effective leadership techniques and skills.

12. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
13. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Successful (recent) experience in the program in which applying (within last five (5) years).
2. Demonstrate experience working with students in a positive environment.
3. Maintains appropriate certifications and training hours as required.
4. Demonstrates professionalism and contributes to a positive work environment.
5. Organizes tasks and manages time effectively.
6. Skillfully manages individual, group, and organizational interactions.
7. Effectively uses verbal, nonverbal, writing, and listening skills.
8. Averts problem situations and intervenes to resolve conflicts.
9. Exhibits consistency, resourcefulness, and resilience.
10. Exercises self-control and perseverance when dealing with students.
11. Maintains an acceptable attendance record and is punctual.
12. Ability to manage equipment/materials.
13. Ability to implement policy and regulations.
14. Collaborative and problem solving orientation.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally up to 50 pounds. The employee may occasionally climb stairs, or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: