



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, MESA SCHOOLS PROGRAM OUTREACH	CLASSIFIED	GRADE: M MONTHS: 11-months
BOARD POLICY REFERENCE:		Board Approved: 09/06

JOB DESCRIPTION:

Under direction, implement and monitor the Mathematics, Engineering, Science Achievement Schools Program (MSP) at participating Sonoma County high school sites in accordance with the MESA Statewide Office and local policies; and perform related work as needed.

SCOPE:

The Coordinator, MESA Schools Program Outreach performs a broad range of duties with the purpose of implementing and assessing a MESA Schools Program in Sonoma County. The Coordinator is responsible for overseeing MSP high school academic, career development and cultural enrichment activities that support the MESA Statewide mission as outlined in the MSP Annual Program Plan. The Coordinator maintains effective liaison programs and relationships between the MSP high school program sites and the MESA Community College Program (MESA CCP).

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Explains the MSP high school mission, policies, procedures to high school staff and student and other community agencies as required.
2. Monitors and evaluates the high school MESA Annual Program Plan (MAPP) in collaboration with the MESA CCP manager and in accordance with MESA Statewide guidelines.
3. Attends regional MSP meetings and MESA Statewide training conferences.
4. Implements and evaluates enrichment activities in support of the MAPP; maintains liaison with local high school MSP site administrators and MSP high school classroom advisors and faculty; establishes timelines and calendars to oversee projects; communicates workflow issues with the MESA CCP manager.
5. Consults regularly with MESA Statewide personnel to ensure MSP program components are consistent with established guidelines; consults with local high school site administrators to verify compliance between MESA class enrollment and MSP student eligibility requirements; facilitates the submission of all MSP program deliverables.
6. Coordinates delivery of services to MSP students who participate in program aligned activities such as mentoring, field trips, research opportunities, and concurrent course enrollment with post-secondary institutions; provides supervision as needed for such events.
7. Recruits new high school sites within Sonoma County for participation in the MESA Schools Program.
8. Coordinates and conducts regular MESA Parent Advisory Board and Local Industry Advisory Board meetings.
9. Coordinates participation of Sonoma County MSP high school sites in MESA Statewide events.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Creates complex original draft correspondences; proofreads documents for accuracy; creates brochures and other advertising materials as needed.

11. May train and direct the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

To follow oral and written directions; perform complex event coordination; apply appropriate problem-solving skills to the management of program projects; promote the advancement of math-based disciplines and careers; demonstrate sensitivity to and respect for a diverse population.

KNOWLEDGE OF:

Special project coordination as it pertains to an educational institution; operation of personal computer and software programs, including word processing, email, spreadsheets, databases and graphics; proper English usage, spelling, vocabulary and grammar.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree in a math, science, or technology related field.

Experience:

Two years experience in education, social services, community outreach, or a science and technology-based industry.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

With advance notice, the ability to work flexible hours; occasional evening and weekend hours may be required. Position requires frequent travel to various high schools and community agencies. Bilingual skills (English/Spanish) are desirable.