

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Breakthrough Coordinator

II. Definition

Under the supervision of the Breakthrough Supervisor, the Breakthrough site coordinator will be responsible for assisting students with developing study, organizational and leadership skills by providing rigorous summer enrichment programs with in-depth exposure to required core concepts, and an after school program that ensures continuity for students and provides them with ongoing support.

III. Examples of Duties

- Modify, implement, and sustain the school-year and summer program serving Breakthrough students which may include enrichment classes, tutorial, and field trips.
- Recruit students and assist them with the application process.
- Plan and organize 2-3 field trips for school year program.
- Assist in designing, implementing, and evaluating an Alumni Program which may include high school course selection, summer options, academic counseling, and tutoring.
- Collaborate with the Breakthrough Supervisor to recruit, train, coordinate and support the Breakthrough San Jose summer teachers and after school volunteers.
- Monitor and report the progress of each 7th and 8th grade student throughout the school year both academic and nonacademic showing the impact of Breakthrough.
- Create and maintain student database of current Breakthrough Students and alumni.
- Maintain personal contact with all active students, alumni and parents during the school year which include formal meetings and the writing of letters.
- Implement the strategic plan's programmatic and institutional goals.
- Maintain active membership in National Collaborative
- Attend and participate in professional development workshops and conferences related to the position.
- Attend weekly meetings with Administrative Team
- Other responsibilities as needed

IV. Distinguishing Characteristics

V. Employment Standards

A. Knowledge of:

- District/school organization, programs and policies.
- Of federal, state and local policies and regulations pertaining to curriculum and maintenance of data on student achievement.
- California Education Codes and requirements and standard practices and policies for maintaining and reporting on individual students.
- School district operations and procedures.
- Modern office methods and practices, including filing systems, telephone techniques, letter and report writing.
- Correct English usage, spelling, grammar and punctuation.

B. Ability to:

- Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships.
- Create an atmosphere of respect, trust, professionalism, and high morale.
- Communicate orally and in writing.
- Oversee and coordinate various activities of a school district curriculum department.
- Exercise good judgment and tact.
- Work effectively with all segments of the educational community and general public.
- Assemble and analyze data, and to make appropriate recommendations for action.
- Design and implement procedures.
- Work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner.
- Think logically and to solve complex problems.
- Use a word processing, database, spreadsheet and other computer office software

Breakthrough Coordinator
Page 3

- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Learn to use office equipment as needed.

C. Education/Training/Experience:

Bachelor's degree preferred or one year related work experience.

Bilingual preferred.

Knowledge and experience in writing and producing reports is recommended.

D. Licenses/Certificates:

Valid California Driver's License, clean DMV

VI. Specific Qualifications

- Must be able to use initiative and self-direction in performing tasks.
- Excellent interpersonal skills.
- Exceptional organizational skills.

Board Date: June 17, 2004

Range: 28

Category Code: BKC

CSEA

12 months