

## **COMPACT COORDINATOR**

### **Purpose Statement**

The job of Compact Coordinator was established for the purpose/s of coordinating, planning, organizing, and overseeing the operations and functions of the governance model (Compact); and providing information and assistance to District faculty, staff, Board of Trustees, employee associations, students, and the general public.

This job reports to Director of Organizational Development

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### **Essential Functions**

- Acts as Liaison between stakeholder groups (e.g. Board of Trustees, superintendent, employee associations, District staff, students, and the general public, etc.) for the purpose of advancing the goals and objectives of the shared governance model.
- Attends meetings (e.g. various committee, leadership/principal meetings, trainings, in-service activities, workshops, conferences, classes, etc.) for the purpose of taking minutes, increasing professional knowledge, conveying and/or gathering information required to perform functions.
- Collaborates with various stakeholder groups (e.g. Communication Team and other District staff, including the superintendent, administrators, teachers, classified staff, the Board of Trustees, employee associations, students, and the public) for the purpose of enhancing communication between groups in conformance with Compact objectives.
- Coordinates various activities associated with the shared governance model (e.g. Interest-Based Agreement Process (IBAP) trainings, Compact Issues Committee (CIC) meetings, etc.) for the purpose of promoting the shared governance model to all stakeholders.
- Interprets data from a wide variety of sources for the purpose of complying with financial, and/or administrative requirements of assigned area.
- Manages the Compact office budget (e.g. expenditures, related documentation and reporting, etc.) for the purpose of ensuring compliance with administrative, financial and legal requirements.
- Oversees a wide variety of Compact office functions (e.g. communications, appointments, meetings, conferences, workshops, travel and accommodations, work activities, etc.) for the purpose of ensuring availability of facilities, equipment, supplies and materials, and delivering services to all stakeholders that meet the goals and objectives of the shared governance model.
- Prepares written materials (e.g. reports, forms, budgets, requisitions, brochures, minutes, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Presents information, as requested by stakeholders, for the purpose of advancing the shared governance model.
- Responds to inquiries from a wide variety of internal and external parties (e.g. Board of Trustees, District staff, other schools, state and federal agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports Compact committees and stakeholder groups for the purpose of providing assistance with administrative functions and/or committee activities/programs.
- Trains personnel on program specific topics for the purpose of providing information regarding program activities and/or requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications, planning and managing projects, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operations, services and activities of the District; the District's governance model; principles and practices of modern office management; accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; and working flexible hours.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License  
Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

10/23/2007

**Salary Grade**

Exempt 64X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_