



# Pastoral Center Job Description

Position Name:	DCS Coordinator	Office:	Catholic Schools
Reports To:	Superintendent	Department:	Department of Catholic Schools
Classification:	Exempt	Current Employee:	

## General Statement of Duties:

Coordinates accreditation processes, Title Funding and other government funding programs. In collaboration with Associate Superintendents, facilitates the logistical planning of professional development and other events sponsored by the Department of Catholic Schools. Also assists the Catholic Schools department in managing daily operations of the office-screens and routes calls, greets visitors, answers questions, and resolves problems within the scope of authority and responsibility. This position involves knowledge of educational systems and processes, critical thinking, and independent work ethic to accomplish complex projects. Decisions are made independently (within the scope of the job) and contain a wide diversity of work situations. This position performs duties with little direction needed or given, and deals with sensitive situations requiring a high level of confidentiality on a regular basis. Works collaboratively with principals and school staff to forward the mission of Catholic schools.

**Essential Functions/Major Responsibilities:** *(These essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Coordinates and prepares WCEA accreditation materials and training for schools. Coordinates the accreditation visiting teams and training. Develops systems to track accreditation process, reports, and status of schools. Assists the WCEA Commissioner in all aspects of the accreditation process.
2. Coordinates all Title Funding and other government funding available to schools. In collaboration with Associate Superintendents, coordinates planning for government funding and tracks programs, participating schools, expenditures, and application processes. Matches educational programs to government funding.
3. Coordinates and prepares curriculum materials for professional development. In collaboration with Associate Superintendents, coordinates logistics for professional development for teachers and staff, including faith formation and instructional practices.
4. In collaboration with Associate Superintendents, coordinates and prepares assessment materials, processes, and reports.
5. Coordinates government mandated policies for schools and teachers, including SB155 and SB197.
6. Prepares analysis of departmental expenditures compared to budget. Provides input during budget process. Reviews and monitors monthly expense reports, review and code invoices prior to payment, processes check requests when needed.
7. Works collaboratively with other DCS administrators and staff to support school operations and facilitate Catholic education in the Archdiocese.
8. Performs other work-related duties as assigned.

**Job Scope:**

**COMMUNICATION/CLIENT CONTACTS:**

Good communication skills, both verbal and written, are necessary. Individual will need to initiate communication with outside organizations, principals, and other contacts to complete projects.

**Specific Job Skills:**

Ability to produce accurate correspondence and reports in a timely fashion. Proven ability to coordinate and facilitate events, and projects in a successful manner. Proven ability to communicate successfully in either verbal or written form, handle sensitive records, maintain confidentiality, and exercise discretion. Knowledge of computer programs to create documents, utilize data bases, and complete projects is necessary.

**Education and/or Experience:**

Requires Bachelor's Degree. 2- 4 years of related experience or equivalent training and/or education or equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential functions. Prefer some experience with nonprofit organization(s). Practicing Catholic required. Valid driver's license preferred. Bilingual in Spanish preferred.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Must be able to push, pull, lift and carry items up to 40 pounds.

**Working Environment:**

Work is performed mostly in an office setting, under continual, tight deadlines.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Supervises:**

Supervision of volunteers and indirect supervision of teachers/principals working on accreditation and curriculum development.

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Employee Signature	Date	Supervisor Signature	Date
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