

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COORDINATOR, STUDENT INTEGRATION**

**Job Purpose**

Coordinates, as the assistant to the Director, Student Integration Services, the District's court-ordered Predominantly Hispanic, Black, Asian, Other Non-Anglo (PHBAO) programs, and Student Integration voluntary programs.

**Responsible to**

Director, Student Integration Services

**Subordinates**

Coordinator, Magnet Program  
Teacher advisers and teachers as assigned  
Classified personnel as assigned

**Functions**

Essential Functions

1. Provides leadership for and coordinates a variety of administrative/instructional programs designed for schools with PHBAO and/or Student Integration voluntary programs.
2. Assists the Director, Student Integration Services, and Budget and Financial Planning Division in the preparation and presentation of the proposed annual budget for all integration programs.
3. Monitors and assists in the planning, operational implementation, monitoring, and evaluation of program fidelity for PHBAO and Student Integration voluntary programs by reviewing reports/records, school visitations, and observations.
4. Assists the Director, Student Integration Services in negotiations with UTLA regarding District-wide integration programs.
5. Develops and conducts in-services for program policies and procedures.
6. Plans, organizes, and conducts meetings to promote community, school, central office, and Educational Service Center (ESC) understanding of PHBAO and Student Integration voluntary programs.
7. Coordinates the development of instructional materials for PHBAO and Student Integration voluntary programs including guidelines and bulletins; reviews and recommends the purchase of instructional materials; arranges for contracting of services or purchase of instructional materials from outside vendors.
8. Serves as a resource and liaison for the District in matters pertaining to PHBAO and Student Integration voluntary programs.
9. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## **Qualifications**

### Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

*For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."*

### Experience

#### *Required*

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s).

#### *Desirable*

Experience related to integration programs, school-community relations, human relations or similar programs/services.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### Credentials

A California Administrative Services Credential authorizing K-12 service must be in force and on file in the Office of Los Angeles County Superintendent of Schools.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District policies and procedures, goals and objectives, organizational structure, and functions and negotiated contracts.
2. Knowledge of the Education Code, board rules, administrative regulations, District operational policies and procedures, and negotiated agreements as they pertain to student integration programs.
3. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields of student integration and human relations.
4. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups and individuals.
5. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
6. Ability to plan, organize, prioritize, and manage time for self and others.
7. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
8. Knowledge of staff development and in-service resources.
9. Ability to work effectively with federal, state, and local agencies.
10. Ability to conduct research and data-gathering activities.
11. Knowledge of District instructional objectives and methods.
12. Ability to communicate effectively with students, parents, community representatives, colleagues, and District personnel, both individually and as a group.
13. Ability to make formal, public presentations.
14. Ability to compose and comprehend written communication.
15. Ability to observe, evaluate, and utilize subordinates effectively.
16. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

*NOTE: This is a Master Salary (G) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT