

SANTA CRUZ COUNTY OFFICE OF EDUCATION
COORDINATOR, STUDENT LEADERSHIP AND ENGAGEMENT

DEFINITION

Under the direction of the Director of Communications and Engagement, provide highly responsible leadership and guidance for student leaders, student organizations and individual students. Serve as a liaison and develop and implement effective and engaging student programming that prioritizes accessibility and promotes leadership, diversity awareness, community service, and academic success.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and guidance for student leaders, student groups and individual students.

Plan, develop, implement and assess student programs.

Assist student organizations with advisement, program planning, leadership development and member recognition.

Serve as a liaison for the Santa Cruz County Office of Education and provide support to student organizations in policy development, event planning, organization leadership, intramural planning, space management, and cultural opportunities.

Meet regularly with student leaders and provide opportunities to enhance their leadership and communication skills.

Serve as a primary resource for individual students or groups as they work to develop and/or sustain student organizations, plan member activities, implement student programs and/or develop service opportunities.

Supervise, train, and provide work direction and guidance to assigned personnel staff members as assigned.

Leverage digital platforms including social media to enhance outreach and engagement in support of student leadership programs.

Coordinate risk management as it pertains to student-planned activities and organizations.

Assess students' needs and preferences and plan, market and implement a variety of programs throughout the year in response to students' needs and institutional goals.

Provide advice to student government, student organizations, and student activities.

Develop and coordinate an annual schedule of cultural events and student programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Regularly collect and analyze data on student engagement and outcomes to inform future program

development.

Plan, budget, coordinate and evaluate programs and activities.

Plan diversity and social justice related programs.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Plan large-scale events.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices used in dealing with students from diverse and differing backgrounds.

Student development theory, student learning theory, identity development, student leadership development, and cultural competency.

Student organization development and management.

Interpersonal communication and relationships.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Modern office practices, methods, computer equipment and software.

Principles of data collection and/or record keeping and report preparation.

Safe driving principles and practices.

Values clarification and active listening skills.

County Office policies and procedures.

Skill and Ability to:

Design and analyze assessment of student learning and assessment of student satisfaction.

Plan social, service and educational programs for students.

Create an inclusive and socially just environment for students.

Interact cooperatively and effectively with program network organizations and other groups.

Skill and Ability to (continued):

Gain cooperation through discussion and persuasion.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations

and needs.

Plan events.

Develop and manage a budget.

Operate modern office equipment including computer equipment.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

Responsibility:

Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 a continual opportunity to impact the organization's services.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in counseling, social services, techniques for improving self-esteem and active listening or a related field.

Experience:

Four years of experience working with community groups, student leaders, student organizations or individual students. Supervisory experience desired.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Ability to frequently travel in personal automobile to school sites and throughout the community.

Work evenings and weekends, as needed, in order to plan and attend events related to the student organizations.

Approval Date: November 19, 2024