**Company/Organization:**

ProYouth

**Location:**

Visalia

**Position Details**

**Position Title:**

Computer Science Coordinator

**Position Summary:**

The Computer Science Coordinator is responsible for the success of the Computer Science programs by ensuring achievement of the primary roles and responsibilities.   
  
**Primary Roles and Responsibilities:**

* Support and demonstrate commitment to ProYouth’s mission and vision   
  Create a safe environment for children
* Meet VUSD requirements for funding
* Ensure efficient operation of Computer Science projects at all Program sites, including FLL   
  Support children in healthy intellectual, physical, social, and emotional development Lead special assignments and projects for the benefit of the overall program
* Support and help develop program curriculum
* Coordinate Substitute Program Leaders
* Support and help develop program curriculum
* Ensure the safety of students
* Improve attendance for after-school day and instructional school day
* Develop and maintain effective relationships with school staff
* Maintain good communication with parents, students, and site staff
* Assess and address Computer Science and FLL Pathway Leader’s skill levels and gaps
* Reinforce Computer Science Pathway goals and processes
* Provide administrative oversight for non-HEART sites
* Ensure timely completion of data entry and reports
* Effectively utilize assessments and other site data to improve Computer Science program at sites
* Ensure adherence to Site Operations Manual
* Identify technology supply needs and locate optimal source
* Assist in staff observations through Progress Adviser
* Develop, maintain, and follow through to conclusion all special assignments and projects
* Other duties as assigned

**Outreach:**

* Reach out to community partners, stakeholders and seek collaborations
* Integrate school district administrators and teachers into COMPUTER SCIENCE and FLL Pathway development and planning
* Attend community events to represent the Computer Science Pathway
* Plan community events to represent the Computer Science Pathway
* Plan fundraising events to support the Computer Science Pathway

**Minimum Qualifications:**

Core Competencies:   
  
Strong organizational, administrative, and planning skills   
Ability to mentor, coach, and provide effective supervision to multiple employees   
Strong interpersonal and communication skills, both oral and written   
Proficient with portable and desktop technology   
Proficient in Microsoft Office 365   
Microsoft Office Suite fluent   
Education and Experience:   
  
Bachelor’s Degree (strongly preferred)   
Bachelor’s degree preferred • Meet NCLB certification requirements   
Minimum of one year of experience as site director, site supervisor, or equivalent management position

**General Requirements:**   
  
﻿Must be at least 18 years of age or older   
Must pass a DOJ/FBI background check   
Must receive TB clearance   
Must pass a pre-employment drug screening   
Must have a valid California driver license to drive for ProYouth business   
Proof of auto insurance to be eligible to drive for ProYouth business   
Be available to work occasional evening or weekend days for special events or staff development.

**Link To Apply:**

<https://www.edjoin.org/Home/JobPosting/1136967>

**Full/Part Time:**

Full-Time