

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE COACH – LEAP

BASIC FUNCTION:

Under the direction of the Director III – Credentialing Unit, provides coaching services and support to school leaders participating in the Santa Clara County Office of Education’s Clear Administrative Credential Program entitled Leaders in Educational Administration Program (LEAP) Tier II; regularly collaborates with the credential candidate to set goals and determine action steps grounded in the California Professional Standards for Educational Leaders (CPSEL); uses coaching strategies and skills to assist credential candidates to master reflective practices and develop complex skills necessary for effective educational leadership.

Reviews general administrator requirements and proficiencies for CPSEL with candidates; collaborates on formative assessments (Self-Assessment Summary, Mid-year Review, and Professional Growth Reflections); plans, develops, monitors, and revises as needed the Individualized Leadership Plan; maintains the integrity and the confidentiality of his/her work with the candidate; provides one-on-one support to candidates through coaching sessions, email, and phone contact; schedules and attends regular coaching activities and meetings; prepares and maintains records of all coaching sessions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: Attends, participates and conducts a variety of meetings as assigned: orientations, coaching sessions, observations, ePortfolio evaluations, etc.; serve as the principle contact and liaison between the candidates and program; stays current on educational research and demonstrates knowledge of CPSELS, school/district office administrative procedures and operations, federal and state accountability systems, instructional practices, research and trends in education; analyzes situations accurately and adopts an effective course of action; works independently with varied hours at multiple work locations; works collaboratively/cooperatively and develops effective lines of communication with all members of the team, program personnel, school/district staff, and outside agencies; works directly with the candidates to resolve issues that may occur; participates in training for coaches; and participates in annual program evaluation.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the SCCOE District and Tier II Administrative Program;
Methods and procedures utilized in the development and implementation of performance criteria for candidates;
California State credentialing requirements;
Curriculum and instruction;
Budget preparation and control;
Oral and written communication, and public speaking skills;

Principles and practices of administration, supervision, and training;
Applicable State and federal laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Communicate effectively both orally and in writing;
Interpret, apply, and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work

EDUCATION AND EXPERIENCE:

Master's degree in education or related field; minimum of six (6) years of educational administrative experience, educational coaching/mentoring (non-sports) experience, minimum of five (5) years teaching experience; completion of Cognitive Coaching Foundation seminar.

LICENSES AND OTHER REQUIREMENTS:

Valid Clear California Administrative Services Credential;
Valid California Multiple Subject, Single Subject Teaching Credential, Educational Specialists, or California Life Standard;
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work within the region (Santa Clara, Alameda, and San Mateo Counties).

PHYSICAL DEMANDS:

Standing and sitting for long periods of time;
Walking short distances on a regular basis;
Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers for writing or operating a computer keyboard;
Seeing to read a variety of materials

Approved: Philip J. Gordillo 07/21/2016
Philip J. Gordillo Date
Chief Human Resources Officer