

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - EDUCATOR PREPARATION PROGRAMS

BASIC FUNTION:

Under the direction of the Director of Educator Preparation Programs, coordinates and organizes grants and scholarship funding; coordinates coaching program for LEAP/EPIC including Cognitive Coaching trainings; teaches courses in LEAP/EPIC as needed; acts as student Advisor for both LEAP/EPIC; coordinates admissions and registration for both LEAP/EPIC; coordinates and implements recruitment information meetings; provides student services for SMS and LMS; develops student and staff evaluation surveys; schedules and develops courses for LEAP/EPIC; coordinates, implements and assesses all aspects of the program in accordance with Commission on Teacher Credentialing and State mandates for credentialing programs; provides technical assistance for department, staff and students as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates and organizes grants and scholarship funding, coordinates coaching program for LEAP/EPIC including Cognitive Coaching trainings, teaches courses in LEAP/EPIC as needed; acts as student Advisor for both LEAP/EPIC; coordinates admissions and registration for both LEAP/EPIC; coordinates and implements recruitment information meetings; provides student services for SMS and LMS; develops student and staff evaluation surveys; schedules and develops courses for LEAP/EPIC; coordinates, implements and assesses all aspects of the program in accordance with Commission on Teacher Credentialing and State mandates for credentialing programs; provides technical assistance for department, staff and students as needed.

Provides technical, specialized, consultative, advisory and planning services for Educator Preparation Programs department students, faculty and staff.

Provides direction and leadership to LEAP/EPIC students and faculty in relation to coursework, curriculum SMS and LMS.

Serves as a program liaison to school district offices for communication regarding students, student placement, internships and credentialing; coordinates CTC required activities and maintains CTC program website.

Recruits, screens, admits and registers students for all EPP programs; provides assistance to potential students and supports them through the application process.

Collaborates with department staff to develop and implement information meetings and recruitment activities for all EPP programs; assist with SMS and LMS training for both students and staff as well as develops program courses and coaching courses in EPP LMS.

Coordinates the coaches for all EPP programs; provides training and support for EPP coaches.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists with departmental planning

activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities.

Manages grant implementation and provides support to grant stakeholders.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and inter-departmental meetings as assigned; provides subject area expertise and technical assistance as needed; attends and participates in County Office recognition events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

K-12 curriculum and public school environments;

Credentialing processes and credentials;

Pedagogical content and specific content of assigned areas within credentialing courses;

Researching, synthesizing, writing for assigned areas; provides training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Collecting and assembling data and navigating assigned software systems;

Budget control;

Technical aspects of field of specialty;

Oral and written communication skills;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess credentialing programs as it pertains to course and scheduling development, State mandated credentialing requirements and CTC program standards and requirements;

Provide technical, specialized, consultative, advisory and planning services in assigned areas;

Provide direction and leadership to interpret data in the development and implementation of strategic program development, improvement and implementation;

Serve as a resource to program representatives and the SCCOE;

Conduct special studies and in-services;

Coordinate large professional development institutes and conferences as it relates to leadership, special education, credentialing and coaching;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;

COORDINATOR - EDUCATOR PREPARATION PROGRAMS continued

Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Maintain records and files;
Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, assigned credentialing areas, or related field and five (5) years of teaching experience, including increasingly responsible experience working with educators K-12 including higher education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential or
Clear Administrative Services Credential in progress
Valid California Teaching or Pupil Personnel Services
Credential Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings and program classes.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time

DocuSigned by:
Anisha Munshi 10/14/2020 | 10:48 AM PDT
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Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

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County Superintendent of Schools