

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR - EDUCATOR PREPARATION PROGRAMS

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, supports the planning and implementation of the Santa Clara County Office of Education's (SCCOE) Educator Preparation Program (EPP) and its various initiatives; plans, organizes, and implements a county-wide Educator Pipeline Consortium that serves as an oversight committee; manages and coordinates the educator pipeline initiatives, which includes Teacher Residency, Classified Employee, Early Educator Teacher Development, Apprentice opportunities, etc.; provides leadership and guidance in grant and scholarship operations and management through planning, implementation, budgeting, and oversight; collaborates and provides technical assistance to various SCCOE departments and school districts in relation to the EPPs Educator Pipeline initiatives; collaborates with various stakeholders in Institutions of Higher Education (IHEs), Community Colleges, Community Based Organizations, SCCOE departments, Early Childhood Education organizations, and school districts to implement the SCCOE's Educator Preparation Program and educator pipeline initiatives.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Manages, coordinates, and implements grants and scholarship funding for the Educator Preparation Program and the educator pipeline plan.

Provides technical information and assistance to the Assistant Director, Director, and Executive Director regarding assigned functions and assessments; assists in the formulation and development of policies, procedures, and programs.

Coordinates, evaluates, and observes teachers and coaches for EPPs educator pipeline pathways.

Collaborates with department staff to develop and implement information meetings and recruitment activities.

Operates and analyzes the Student Management System (SMS) to perform specific duties as they relate to student applications, documents, and transcripts.

Supports the use of the Learning Management System (LMS), and training for both students and staff as needed as well as attends IHE trainings.

Collaborates with IHEs on mentor training and ensures associated MOUs, letters of agreement and Inter Office Service Agreements (IOSA) are followed.

Manages grant implementation and provides technical support to grant stakeholders.

Plans, organizes, and implements a Countywide Educator Pipeline Consortium.

Collaborates with various districts, SCCOE departments and programs, and IHEs in the implementation

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and planning of the educator pipeline pathways as outlined in the California Department of Education (CDE) Characteristics and Indicators of effective California Teacher Programs and the narrative of the EPP grants as part of the Educator Pipeline.

Coordinates professional development and attends all required meetings.

Recruits, screens, admits, and registers students for all EPP pathways.

Aids prospective students and supports them through the application process, placement, assignment of coaches, credentialing, and job placement.

Serves as a program liaison to school district offices for communication regarding students, student placement, residencies, and credentialing.

Coordinates Commission on Teacher Credentialing (CTC) required activities and supports the maintenance of the EPP CTC accreditation website.

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

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 SCCOE recognition events.

Supervises and evaluates the performance of assigned personnel.

**OTHER DUTIES:**

Performs other related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

Practice, theories, and policies around PreK-12 curriculum and school environments;  
Applicable regulations of CTC credentials and process;  
Pedagogical content and specific content of assigned areas within credentialing courses;  
Researching, synthesizing, and writing for assigned areas;  
Program planning, instructional techniques, adult learning, and group facilitation and dynamics;  
Collecting and assembling data and navigating assigned software systems;  
Budget preparation and 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;

**ABILITY TO:**

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

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
Operationalizes the organization vision, mission, goals, shared values, and guiding principals;  
Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principals.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to master's degree in education, or related field and five (5) years of teaching  
experience, including increasingly responsible experience working with educators UPK-12 including higher  
education; including (3) years of combined experience in grant writing, grant operations, and grants  
management.

**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.  
Travel as needed

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**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

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	<small>DocuSigned by:</small> <i>Mary Ann Dewan</i> <small>72800FED4F52403...</small>	8/10/2022   2:11 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date