

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – COMMUNITY SCHOOLS

BASIC FUNCTION:

A community school is a “whole-child” school improvement strategy where the local educational agency (LEA) and school(s) work closely with teachers, students, and families. Community Schools partner with community agencies and local governments to align community resources to improve student outcomes. These partnerships “provide an integrated focus on academics, health and social services, youth and community development, and community engagement.” Community Schools have four key pillars (1) Integrated Support Services; (2) Family and Community Engagement; (3) Collaborative Leadership and Shared Decision Making; (4) Extended/Expanded Learning Time and Opportunities

Under the direction of assigned supervisor, researches, develops, coordinates, implements, and assesses staff development and implementation of community schools; supports community school development planning; provides technical, specialized, consultative, advisory and planning services in the area of community schools implementation; serves as a resource to program representatives and school districts; and serves as the SCCOE lead for grants or grant projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Researches, develops, coordinates, implements, and assesses staff development in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and community school development planning; assesses specific needs; develops long and short-term training plans with districts and schools; designs and delivers training modules and materials to develop content and pedagogical knowledge; observes and coaches teachers; develops assessment instruments; coordinates data collection processes within districts and schools; builds capacity to analyze assessment data to improve instruction and increase student achievement; works with district leaders and school teams to sustain professional development efforts through building local capacity; prepares professional development curriculum to assure compliance with specific mandates and the statewide community schools framework.

Provides technical, specialized, consultative, advisory, and planning services for the effective implementation of school districts’ community schools initiatives; provides technical advisory services in the development and implementation of programs and projects related to assigned program area or federal and State mandates.

Provides direction and leadership to interpret data in the development and implementation of strategic plans for the schools; provides information, consultation, and materials concerning assigned program area.

Serves as the SCCOE lead for grants or grant projects such as the California Community Schools Grants and other grants that support the implementation of various components of community schools; monitors grant requirements and completes all aspects of grant reporting.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in assigned program area; serves on assigned task forces and committees.

Collaborates with other SCCOE representatives to write State documents to guide districts and schools in assessment, placement, intervention, and materials adoption; collaborates with other State affiliates in advocacy, research and forum planning; conducts special studies and in-services as needed; researches materials and latest studies in curriculum and pedagogy; monitors legislation related to assigned program area and assures compliance; maintains current knowledge of educational and leadership literature.

Supports with the identification, development, and coordination of social service partnerships, extended and expanded learning partnerships and community engagement partnerships for districts and school sites.

Works with other County, district staff, and community partners to present cross-curricular applications of research and pedagogy; coordinates monthly regional leadership meetings and annual regional conferences.

Provides technical information and assistance to assigned supervisor regarding delegated functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental and divisional planning activities.

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

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

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 interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

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

K- 12 curriculum and public school environments;
Social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction;
Pedagogical content and specific content of assigned instructional area;
Researching, synthesizing, writing and marketing training programs for assigned instructional area;
Training methods, 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;
Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/ school/ curriculum needs for curriculum reform and school development planning;
Provide technical, specialized, consultative, advisory and planning services in assigned instructional area;
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;
Serve as a resource to program representatives and the SCCOE;
Conduct special studies and in- services;
Coordinate large professional development institutes and conferences;
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;
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.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;

COORDINATOR – COMMUNITY SCHOOLS - continued

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 principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in education, social work, counseling, or related field and five (5) years of experience, including increasingly responsible experience conducting professional development activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential (preferred)
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

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:

Larry Oshodi

84A286968D5B4A4...

7/11/2022 | 2:15 PM PDT

Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

DocuSigned by:

Mary Ann Dewan

72890FED1F52493...

7/11/2022 | 11:52 AM PDT

Authorized:

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Date