

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – HISTORY AND SOCIAL SCIENCE LITERACY

BASIC FUNCTION:

Under the direction of an assigned supervisor, the coordinator provides advisory, planning services, direction, and leadership to interpret data in the development and implementation of strategic plans for schools and serves as a resource to program representatives and the Santa Clara County Office of Education (SCCOE); researches, develops, implements and assesses staff development in the content areas of History-Social Science (HSS) and Civic Engagement; provides technical assistance in accordance with State and federal mandates and Local Education Agency (LEA) needs for curriculum reform and strategic planning; provides professional development based on the California HSS Content Standards and HSS Framework with knowledge of content support using the English Language Development (ELD) Framework and technical subjects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and leads professional learning and Communities of Practice (CoP) with a focus on History-Social Science Framework and Standards, with content support using the English Language Development Framework and Standards, Civic Engagement, that integrates Universal Design for Learning (UDL), culturally sustaining pedagogy (CSP) and social-emotional learning (SEL) within the Multi-Tiered System of Supports (MTSS) framework.

Builds teacher, instructional coach, and administrator capacity to increase HSS, civics, and content-specific integrated ELD skills for all students, including asset-based pedagogy and social-emotional learning (SEL).

Researches, designs, and develops professional learning content, including evidence-based strategies in English Language Development and literacy in History and Social Science.

Researches and develops the scope and sequence for coaching administrators and teachers in implementing evidence-based strategies; and designing systems for monitoring and measuring the outcomes of professional learning in History-Social Science literacy, including practices in ELD.

Researches, develops, coordinates, implements, and assesses staff development in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and school development planning; develops assessment instruments; coordinates data collection processes within districts and schools; builds capacity to analyze assessment data to improve instruction and increase student achievement.

Designs, models, and implements evidence-based strategies in HSS and Civics with content support using integrated ELD and engages in continuous improvement practices with schools and districts.

Provides technical assistance, customized planning, and coaching services in HSS, content-specific designated and integrated ELD, California Common Core State Standards: English language arts and literacy in history/social studies, science, and technical subjects, integrated ELD and literacy; organizes and provides technical advisory services in the development and implementation of programs and projects related to HSS, Civic Engagement, integrated ELD or Federal and State mandates.

Supports and guides districts with HSS textbook adoption and requirements.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

K-12 curriculum and public-school environments;
 California History-Social Science Framework and standards; Ethnic Studies, State Seal of Civic Engagement, pedagogical content, integrated ELD and equitable assessments;
 California Common Core State Standards Literacy in History/Social Studies.
 California’s Comprehensive Integrated Literacy Model;
 Pedagogical content and equitable assessments;
 Researching, synthesizing, and writing training programs in History-Social Science including literacy and language development;
 K-12 instructional strategies, including research-based best practices and integrated English Language Development in History-Social Science and disciplinary literacy;
 Educational frameworks including MTSS, UDL, CSP, SEL;
 Reflective practice and its implication on continuous improvement;
 Current trends and issues in California public education, including accountability systems and systems of support;
 Anti-bias and culturally sustaining theories and pedagogies;
 Diverse academic, cultural, disability, and ethnic backgrounds of students;
 Approach to the needs of students, staff, and stakeholders within diverse populations;
 Collecting, assembling, describing, and interpreting 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;

Address the needs of English learners and students with identified special needs when designing instruction and professional development;

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 collaborative 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;

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:

Master's degree in education or related field and five (5) years of teaching experience, including increasingly responsible experience conducting professional development activities. Educational Leadership experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential*

Valid California Teaching Services Credential (CLAD, or BCLAD, or ELA) or,
Other English Language Authorization

Valid California driver's license

*Applicants enrolled in an Administrative Services Credential Program may be considered.

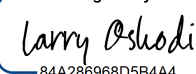
WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work
- Evening or variable hours to attend meetings or conferences

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information;
- Seeing to read a variety of materials;
- Walking, bending, reaching, standing, and stooping;
- Sitting for extended periods of time;
- May require occasional lifting/lowering, pushing, carrying, or pulling up to 20lbs;
- Dexterity of hands and fingers to operate a computer keyboard;

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools