

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR-STANDARDS IMPLEMENTATION AND STRATEGIC INITIATIVES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Equity, Educational Progress and Public Affairs, the Coordinator coordinates, develops, and implements strategic initiatives and standards as identified by the Assistant Superintendent and County Superintendent in accordance with state and federal mandates; provides technical, specialized, consultative, advisory and planning services; provides direction and leadership of strategic initiatives; serves as a resource to internal staff, district staff, state and federal agencies and partners.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Researches, develops, coordinates, implements and assesses staff development needs in accordance with State and federal mandates and local needs; develops long and short-term plans; communicates effectively with a variety of stakeholders in a professional and positive manner; designs and delivers content; observes and coaches; coordinates data collection and analysis processes; coordinates local and statewide initiatives with a variety of stakeholders using technology effectively and employing best practice for professional development and facilitation.

Provides technical, specialized, consultative, advisory and planning services in assigned instructional area; plans, organizes and provides technical advisory services in the development and implementation of programs and projects.

Provides context and connection with projects in relationship to state and federal initiatives and current trends at the state and local level.

Serves as a resource to program representatives and the Santa Clara County Office of Education (Office); serves as liaison for special assignments; serves as liaison between the State; coordinates State and regional conferences; serves as national, State and regional lead for other leaders in assigned instructional area; serves on assigned task forces and committees.

Screens and hires staff developers to conduct State-sponsored professional development; collaborates with State representatives to improve the effectiveness and delivery of strategic initiatives.

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 instructional area and assures compliance; maintains current knowledge of educational and leadership literature.

Ensures that the collaborative work with other agencies is aligned with the vision of the County Superintendent and the goals of the Office.

Works with other county and district subject area coordinators and members of other departments to

present cross-curricular applications of research and pedagogy.

Provides technical information and assistance to the Assistant Superintendent and County Superintendent regarding assigned 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 County Office 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 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;
Pedagogical content and specific content of assigned instructional area;
Current trends and issues in California public education including accountability systems and systems of support;
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 and 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 Office;
- 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, assigned instructional area, or related field and five (5) years of administrative experience, including increasingly responsible experience conducting and organizing professional development and facilitation activities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential
- 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 or conferences

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.

Approved: Anisha Munshi 1/11/19 Date
 Anisha Munshi, Ed.D.
 Director-Human Resources

Authorized: Mary Ann Dewan 1/11/19 Date
 Mary Ann Dewan, Ph.D.
 County Superintendent of Schools