

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – WORKFORCE AND ORGANIZATION DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Director-Workforce & Organization Development, enhances the competencies of SCCOE employees by designing, coordinating, and conducting professional development activities that will increase employee performance and engagement in accordance with the SCCOE values; provides technical, specialized, consultative, advisory and planning services to individuals and teams; provides direction and leadership to interpret data in the development and implementation of the strategic plan; serves as a resource to program representatives and the SCCOE.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Designs and develops professional development (outsourced and/or in-house) for employees at all levels of the organization; selects appropriate instructional methods or activities; partners with internal stakeholders and experts regarding instructional design; observes, assesses specific needs, develops long and short-term training plans, and coaches individuals and teams; designs and delivers training and materials to develop organizational knowledge and effectiveness; prepares professional development curriculum to assure compliance with specific mandates; supports and continuing SCCOE leaders in the development of skills related to vision and strategic thinking, performance evaluation and progressive discipline, labor relations, compliance with state and federal employment law, and ethical and credible leadership.

Provides instruction, coaching, and feedback to prepare others to deliver professional development (face-to-face, virtual, and hybrid) using skilled modeling of adult learning principles and delivery, facilitation techniques, classroom set-up and management; prepares and coordinates professional development with other SCCOE experts that supports key SCCOE initiatives; supports other SCCOE staff in the delivery or proven facilitative skills to promote learner engagement, reflective practice, critical thinking, and skill acquisition; works with leaders and teams to sustain professional development efforts by building local capacity.

Researches, develops, coordinates, implements and assesses professional development in accordance with State and federal mandates and organizational needs; develops assessment instruments; coordinates data collection processes; builds capacity to analyze data to improve employee engagement and organizational effectiveness; uses data to identify skills or knowledge gaps that need to be addressed; uses research and best practices to stay current in professional development methods and techniques; assesses instructional effectiveness and determines the impact of professional development on employee skills and KPIs.

Provides technical, specialized, consultative, advisory and planning services; plans, organizes and provides advisory services in the development and implementation of programs and projects related to compliance, engagement, and culture.

Provides direction and leadership to interpret data in the development and implementation of strategic projects; provides information, consultation and materials related to strategic plan implementation.

Serves as a resource to program representatives and the SCCOE; serves on assigned task forces and committees.

Screens and coordinates division liaisons to conduct professional development within their representative divisions; collaborates with liaisons and Specialists to improve the effectiveness and delivery of professional development; coordinates monthly liaison meetings.

Conducts special studies and in-services as needed; researches materials and latest studies in organization and leadership; monitors legislation and assures compliance; maintains current knowledge of organization development and leadership literature.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists with department, division, and organization 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 County Office meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, leadership, and engagement theory;

Researching, synthesizing, writing and marketing training;

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;

Oral and written communication skills;

Applicable laws, codes, regulations, policies and procedures;

Strong interpersonal skills;

Operation of a computer and assigned software;

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and current professional development practices;

Provide technical, specialized, consultative, advisory and planning services;

Provide direction and leadership to interpret data in the development and implementation of strategic plans for departments and teams;

Serve as a resource to program representatives and the SCCOE;

- Conduct special studies and in-services;
- Coordinate 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, leadership, organization, or related field and five (5) years of teaching 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
- 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 10/8/18
 Anisha Munshi, Ed.D. Date
 *Director-Human Resources

*Authorized by the County Superintendent of Schools Mary Ann Dewar 10/8/18