

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR

BASIC FUNCTION:

Under the direction of a director in the Professional Learning & Instructional Support Division, 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; provides technical, specialized, consultative, advisory and planning services in assigned instructional area; provides direction and leadership to interpret data in the development and implementation of strategic plans for the schools; serves as a resource to program representatives and the County Office.

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 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.

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 related to assigned instructional 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 instructional area.

Serves as a resource to program representatives and the County Office; 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 instructional area; serves on assigned task forces and committees.

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

Collaborates with other County Office 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 instructional area and assure compliance; maintains current knowledge of educational and leadership literature.

Works with other County and district subject area coordinators and members of other departments to present cross-curricular applications of research and pedagogy; coordinates monthly regional leadership meetings and annual regional conferences.

Provides technical information and assistance to the Director 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;

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 County 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 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 10/25/18
 Anisha Munshi, Ed.D. Date
 Director-Human Resources

- Approved: 7/1/11
- Revised: 9/13/11 (PPS Credential added)
- Revised: 7/9/13 "or" added to the following: Valid California Teaching or Pupil Personnel Services Credential
- Revised: 8/23/13 added "under the direction of a director in ESB....."
- Revised: 10/25/18 Removed *Educational Services Branch*; added Professional Learning & Instructional Support Division.