

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – HISTORY-SOCIAL SCIENCE AND CIVIC ENGAGEMENT

BASIC FUNCTION:

Under the direction of an assigned supervisor, the coordinator researches, develops, coordinates, implements, and assesses staff development in the content areas of History-Social Science (HSS), Ethnic Studies and Civic Engagement, and provides technical assistance in accordance with State and federal mandates and Local Education Agency needs for curriculum reform. The coordinator provides direction and leadership to interpret data in the development and implementation of strategic plans for schools, regional, and statewide curriculum initiatives and serves as a resource to program representatives and the Santa Clara County Office of Education (SCCOE).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and leads in-person and online professional learning, and Communities of Practice with a focus on HSS Framework and Standards, Ethnic Studies, Civic Engagement, and integrated English Language Development (ELD) that integrates Universal Design for Learning, culturally sustaining pedagogy, and social-emotional learning (SEL) within the Multi-Tiered System of Support (MTSS) framework to ensure compliance with State and federal mandates in HSS, Ethnic Studies, and Civic Engagement;

Builds teacher, instructional coach, and administrator capacity to increase HSS, Ethnic Studies, Civic Engagement and content-specific integrated ELD skills for all students, including asset-based pedagogy and SEL;

Develops assessment instruments and coordinates data collection processes within districts and schools;

Builds capacity to analyze assessment data to improve instruction and increase student achievement in HSS, Ethnic Studies, and Civic Engagement;

Develops and leads the Model Curriculum Projects;

Researches, develops, and coordinates the scope and sequence for coaching administrators and teachers in implementing evidence-based strategies;

Assesses staff development in accordance with State and federal mandates and district/school needs for curriculum reform and school development planning specific to HSS, Ethnic Studies, and Civic Engagement including practices in ELD;

Supports and guides districts for HSS textbook adoption and the development of Ethnic Studies courses and requirements;

Serves as a resource to program representatives and SCCOE, and as a liaison for special assignments between the State and districts in the county;

Coordinates and plans local, regional, state, departmental, and interdepartmental conferences and meetings specific to HSS, Ethnic Studies and Civic Engagement;

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;

Coordinates data collection processes within districts and schools;

Develops assessment instruments and builds capacity to analyze assessment data to improve instruction and increase student achievement;

Monitors legislation related to HSS, Ethnic Studies and Civic Engagement and ensures compliance;

Provides technical information and assistance to the Director regarding assigned functions, and supports 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.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

California History-Social Science Framework and standards, Ethnic Studies, and Civic Engagement guidelines;

College, Career, and Civic Life Framework for Social Studies State Standards, 2016 History-Social Science Framework, and related standards;

Research-based best practices for History-Social Science, Ethnic Studies, and Civic Engagement;

Integrated English Language Development, differentiated instruction, and disciplinary literacy;

Multi-Tiered System of Support, Universal Design for Learning, Culturally Sustaining Pedagogy, and Social-Emotional Learning;

Laws, codes, regulations, policies, and procedures relevant to California educational practices;

Compliance with state and federal mandates for curriculum development and assessment;

Anti-bias and culturally sustaining theories and pedagogies;

Understanding of diverse academic, cultural, linguistic, and socio-economic backgrounds of students;

Analysis of educational data, performance metrics, formative assessments, and state assessment data (e.g., California School Dashboard);

Utilization of data to inform instructional practices and program development.

ABILITY TO:

Design, develop, coordinate, and implement curriculum and professional learning specific HSS, Ethnic Studies, and Civic Engagement;
 Integrate Universal Design for Learning, Culturally Sustaining Pedagogy, and SEL within the MTSS framework;
 Offer technical, specialized, consultative, and advisory services in HSS, Civic Engagement, and literacy;
 Customize planning and coaching services aligned with Federal and State mandates;
 Provide leadership and direction in interpreting data for strategic planning and program development;
 Analyze assessment data to enhance instruction and improve student achievement;
 Coordinate large-scale professional development institutes and conferences;
 Design and deliver in-person and online training courses focused on HSS, Ethnic Studies, Civic Engagement, and integrated ELD;
 Communicate effectively orally and in writing with diverse stakeholders;
 Establish and maintain partnerships with parents, community members, organizations, and agencies;
 Demonstrate 21st-century skills (Communication, Collaboration, Critical Thinking, Creativity) in professional development delivery;
 Design instruction and professional learning that addresses the needs of English learners, students with special needs, and diverse student populations;
 Promote equitable educational opportunities through culturally responsive instruction and inclusive practices.

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

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

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Approved:	<p>Larry Oshodi Assistant Superintendent-Personnel Services</p>	<p>Date</p>
	<p>DocuSigned by: <i>Mary Ann Dewan, Ph.D.</i> 72890FED1F52493...</p>	<p>6/14/2024 7:44 PM PDT</p>
Authorized:	<p>Mary Ann Dewan, Ph.D. County Superintendent of Schools</p>	<p>Date</p>