

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR - STATEWIDE RESIDENCY TECHNICAL ASSISTANCE CENTER

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, oversees the planning and implementation of the Statewide Residency Technical Assistance Center (SRTAC); coordinates SRTAC members and key partnerships, seeking resources for support, maintaining relationships with Educator Residency Programs (ERP), and provides assistance to Local Education Agencies (LEA) in establishing ERPs; provides technical assistance to Teacher Residency Programs (TRP) and Counselor Residency Programs (CRP).

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Assists in planning and organization as it relates to SRTAC goals and objectives as outlined by the Commission on Teacher Credentialing (CTC) and the SRTAC logic model.

Serves as liaison between regional ERP partners for providing technical support as outlined in the SRTAC narrative and logic model to regional county office of education Hubs as well as residency programs.

Provides technical information and assistance to the Director, and Executive Director regarding assigned functions and assessments; assists in the formulation and development of policies, procedures, and programs.

Organizes and implements plans to ensure that SRTAC acts as a technical assistance center Statewide and provides support to the regional residency programs.

Maintains current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations specific to SRTAC needs.

Implements plans to recruit and retain participants in Santa Clara County Office of Education (SCCOE) Residency Program; reviews the Educator Preparation Programs unit for continuous improvement and facilitates the expansion of Residency program offerings as warranted.

Develops and maintains partnerships with appropriate external agencies, universities, and others to support residency programs across the State.

Collaborates with various entities, including LEAs, county offices of education, school districts, community colleges, SCCOE departments, community-based organizations, and Institutes of Higher Education (IHE).

Collaborates with department staff to develop and implement informational meetings and recruitment activities.

Coordinates professional development and attends all required meetings.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities.

Provides subject area expertise and technical assistance as needed.

Attends and participates in SCCOE recognition events.

Represents SCCOE and SRTAC at local, regional, and state meetings, conferences, in-services, boards, councils, and events as approved by the supervisor.

Attends and conducts a variety of meetings as assigned.

Operates a variety of office equipment, including a computer and assigned software programs; operates media equipment, such as a projector, and others as needed for presentations; drives a vehicle to conduct work as assigned.

Supervises and evaluates the performance of assigned personnel.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Residency programs;

California Commission on Teacher Credentialing function, organization and purpose related to SRTAC;

Grant Writing, monitoring and reporting;

Institutional research, program evaluation, data collection and analysis;

National research-based educational programs and instructional strategies, specifically for residency programs;

California state credentialing requirements;

Budget preparation and control;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

**ABILITY TO:**

Provide technical assistance, specialized services including consultative, advisory and planning services in assigned areas;

Provide direction and leadership to interpret data in the development and implementation of strategic program development improvement and implementation;

Serve as a resource to program representatives including SCCOE;

Conduct special studies and in-services;

Coordinate large professional development institutes as it relates leadership;

Special Education credentialing and coaching;

Oral and written communication skills;

Interpret, apply and explain rules, regulations, policies and procedures;

Analyze situations accurately and adopt effective courses of action;

Meet schedules and timelines;

Work independently with minimal direction;

Maintain records and files;

Prepare comprehensive narrative and statistical reports;

Operate a computer including assigned software.

**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 from an accredited college or university with major course work or extensive experience in education; minimum of five (5) years of job-related administrative experience with demonstrated competence in educational leadership including experience with professional staff development, residency programs, collaboration with universities, community colleges, curriculum development and credentialing at a county office of education, site or district level.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential  
Valid California Teaching Credential  
Valid driver's license

**PREFERRED QUALIFICATIONS**

Bilingual Preferred (Spanish and/or Vietnamese)

**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.

DocuSigned by:  
*Larry Oshodi*  
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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

DocuSigned by:  
*Mary Ann Dewan*  
72890FED1F52493... 3/21/2024 | 1:42 PM PDT

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