

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COORDINATOR – COMPUTER SCIENCE**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor in the Professional Learning & Educational Progress 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 the instructional area of Computer Science; 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 SCCOE.

#### **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 Computer Science; plans, organizes and provides technical advisory services in the development and implementation of programs and projects related to the instructional area of Computer Science 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 Computer Science.

Serves as a resource to program representatives and the SCCOE; 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

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and pedagogy; monitors legislation related to Computer Science and assures 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 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 inter-departmental meetings as assigned; provides subject area expertise and technical assistance as needed; attends and participates in SCCOE recognition events.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****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 Computer Science;  
 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 SCCOE;  
 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.

**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:**

Any combination equivalent to a master's degree in education, Computer Science, 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 or currently enrolled in a program  
 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

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**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

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*Larry Oshodi* 5/17/2023 | 2:52 PM PDT  
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Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Larry Oshodi  
Assistant Superintendent-Personnel Services

Revised 4/4/22: Title revised from Coordinator to Coordinator-Computer Science; job duties updated.  
Revised 5/17/23: Division name updated.