



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>COORDINATOR II</i> <i>Teen Pregnancy Prevention Grant</i>	#3020
SALARY PLACEMENT:	Management Salary Schedule	

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Bachelor or Master's degree from an accredited college or university with an emphasis in appropriate field. Must possess a credential with authorization in Health Science Education, Science or related field. Teaching experience with diverse K-12 student population. A valid and appropriate California Driver's License.

DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Proficient in using a word processor on a Macintosh computer, e-mail and the internet. One of the letters of reference should include a description of any staff development experience.

MINIMUM EXPERIENCE:

Experience as a mentor teacher and/or related staff development experience. Experience teaching family life education to K-12 student population.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Provide instructional leadership in the area of family life education through expertise in demonstration teaching, coaching curriculum development and staff development activities. Function in a leadership role for staff development workshops and school improvement initiatives. Provide guidance to new teachers with respect to teaching methodologies and classroom organization. Evaluate the quality of curricular organization, instructional programs and instructional materials. Demonstrate effective communication skills, content knowledge and a mastery of a range of teaching strategies necessary to meet the needs of diverse students. Function as a member of Teen Pregnancy Prevention Collaborative. Communicate effectively with students, parents, teachers, administrators, community and members. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under the direction of the Director, Comprehensive Health Programs, support implementation of the San Joaquin County Teen Pregnancy Prevention Program (SB1170). Maintains detailed records of activities that support implementation of the grant. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Provide coaching for teachers who are implementing Postponing Sexual Involvement (PSI) and/or teaching family life education.
2. Attend meetings locally and regionally with other family life educators and teen pregnancy prevention staff.
3. Continues professional growth by keeping current with research in the areas of teen pregnancy prevention and family life education by reading books, journals, attending conferences and workshops, professional interaction and other training opportunities.
4. Remains current with relevant legal literature, Education Code and legislation.
5. Applies new information and skills to work setting.

ESSENTIAL FUNCTIONS: (CONTINUED)

6. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability, with reasonable accommodation, to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with San Joaquin County Office of Education staff, district staff, and the public.

FUNDING FOR POSITION:

The position is funded by a five-year grant from the California Department of Education (SB1170). The position available on an annual basis, is dependent upon ongoing grant funding and satisfactory performance evaluation of employee.