



Job Description

POSITION TITLE: Coordinator II #6158
Continuous Improvement and Support
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree and a valid California Teaching Credential

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess a Master’s Degree in an educational field. Possess a valid California Administrative Services Credential.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Remain current on research-based, effective instructional practices. Develop intervention tools that support evidence-based instructional practices proven effective in multiple schools and districts. Develop, organize, support and deliver professional learning strategies and services for districts and schools in need of differentiated assistance to improve student achievement.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under direction of the Director of Continuous Improvement and Support coordinate training and technical assistance opportunities that focus districts/schools to use evidence-based instructional practices, supported by an effective instructional leader, in a strong, collegial school culture; assist districts/schools to become better users of data to more efficiently target evidence-based intervention programs and improvements strategies; assist districts/schools to develop their district/school leadership teams to support high priority schools.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department

- programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
 6. Communicate effectively both orally and in writing.
 7. Analyze situations accurately and adopt an effective course of action.
 8. Establish and maintain cooperative and effective working relationships with others.
 9. Work independently with little direction.
 10. Meet schedules and time lines.
 11. Prepare reports as needed for program.
 12. Oversee and manage budgets.
 13. Coordinate training and technical assistance opportunities that focuses districts on strategies to support under-performing schools by using evidence-based instructional practices, supported by an effective instructional leader, in a strong, collegial school culture.
 14. Manage the collection of data that focuses districts/schools on district-wide strategies in implementing research-based instructional practices.
 15. Use district/school reports to recalibrate the professional learning activities offered by the department.
 16. Develop and update brochures/publications/website information promoting department professional learning opportunities.
 17. Provide training, coaching, monitoring, and ongoing support to assigned districts/schools.
 18. Provide input in the development of Memorandums of Understanding and consultant contracts.
 19. Serve as a contributing and collaborative member of SJCOE/Educational Services.
 20. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.