



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II</b> <b>Educational Coordinator for Mathematics</b> <b>Educational Services</b>	<b>#5001</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 12</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor of Science or 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 of Arts Degree and a valid California Administrative Services Credential. Three years of experience as a staff developer in the area of mathematics.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and conducting meetings and 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 manage and oversee 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:**

Possess a valid California Teaching Credential. Knowledge of current pedagogy and proven methods of increasing academic achievement among math learners and students with special needs in all educational settings.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the Director of Mathematics, this position will provide expertise regarding successful research-based mathematics practices. The Coordinator will work with managers within Educational Services to analyze and provide professional development and support for districts and schools within San Joaquin County, the region, and the State. This position, in collaboration with members of Educational Services, will identify a district or school's areas of strength and weakness concerning their mathematics program and make recommendations for improvement. The Coordinator will use various state and federal documents for assessment purposes. The Coordinator will also serve as a staff developer, and instructional coach.

**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 and evaluate 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.
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. Visit schools to compile and interpret data on their mathematics program. Interpret data results from CASSPP, CELDT, parent, staff, and student surveys.
14. Recommend successful research-based mathematics instructional strategies and programs.
15. Monitor the implementation and effectiveness of the mathematics goals.
16. Adhere to the California Mathematics Content Standards and the State Mathematics Framework.
17. Serve as a facilitator of lesson studies and other professional development.
18. Provide coaching services to teachers utilizing multiple strategies such as demonstrating, co-planning, co-teaching and engaging them in planning as well as reflective conversations to increase the effectiveness of their instruction.
19. Collaborate with other Educational Services Managers (such as RSDSS, Language & Literacy, science and Special Education, etc.), school staff, and district staff to analyze data and create an improvement-plan for a district/school.
20. Assist districts in the selection of mathematics texts and provide training where appropriate.
21. 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 office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.