

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED MARCH 2010  
RANGE: SCHEDULE #93  
CLASSIFIED MANAGEMENT- OVERTIME EXEMPT  
CODES: 6, 8**

**COORDINATOR I  
INSTRUCTIONAL SERVICES PROGRAM SUPPORT**

**DEFINITION**

Under the supervision of the Director of the Department of Curriculum, Instruction and Accountability, is responsible for coordinating support for the various services provided to schools and districts by the department, including but not limited to Visual and Performing Arts, Gifted and Talented Education, web-based resources, and academic performance.

**EXAMPLES OF DUTIES**

Coordinate all Visual and Performing Arts (VAPA) activities;

serve as a member of the development team for U-PLANit and Lookit and other web-based projects;

coordinate Gifted and Talented Education (GATE) services;

design tools and protocols for professional development activities that can be used by all departments in the Division of Instructional Services and provide training for division staff in the use of tools and protocols;

develop and manage the department website that includes instructional tools and resources for schools and districts, Visual and Performing Arts, and Parents as Partners;

develop partnerships that will provide sustaining resources for student demonstration of academic growth and achievement;

coordinate all communication with agencies, organizations, and individuals that support academic growth and achievement;

supervise the work of the various teams that plan, support, and evaluate academic performance;

assist in the management of the instructional resource center to include supervision and performance management of assigned staff.

**QUALIFICATIONS**

Knowledge of:

The VAPA, GATE, and instructional support services provided to schools and districts by the Department of Curriculum, Instruction, and Accountability.

Ability to:

Effectively plan, support, and evaluate the activities as described above;

collaborate with other department and division staff in a professional manner and maintain cooperative working relationships;

communicate effectively with school/district teachers and administrators in writing and orally;

work effectively with administrators, parents, and teachers.

Experience:

Minimum of three (3) years of demonstrated experience working with school and district personnel, students, parents, and school community members in support of academic achievement.

Minimum of three (3) years of demonstrated experience in communications for print, web and electronic publishing.

Education:

Bachelor's degree with major in Business Administration, Communications, English, or closely related field.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

ST: gs

10/23/15

G:\Coordinator I-Instructional Services Program Support.doc