

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

COORDINATOR II – TEACHER DEVELOPMENT PROGRAM

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Human Resources and Staff Development

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the implementation of all components of the KCSOS Teacher Development Program, including the budget.
2. Supervise and assist in evaluations of assigned staff.
3. Serve as the KCSOS primary contact for all teacher alternative certification programs.
4. Participate in all statewide, regional, and local alternative certification activities.
5. Participate in all appropriate trainings.
6. Schedule and facilitate professional development activities related to all teacher development programs.
7. Keep accurate records of intern support hours as required by the California Commission on Teacher Credentialing (CCTC).
8. Facilitate program evaluation and reporting.
9. Serve on KCSOS committees as needed; attend county office meetings and events; and participate in CIA department meetings.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
1. Knowledge of fundamental principles in quality staff development, effective teaching, and curriculum development.
 2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
 3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
 4. Knowledge of CCTC requirements for intern teachers.
 5. Must possess a private vehicle, valid California driver's license, and carry current automobile insurance with at least minimum coverage for public liability and property damage.

6. 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.

B. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development and mentoring.
2. Proven ability to provide leadership in curriculum development and improving instructional practices.
3. Ability to work effectively with diverse individuals and groups, including districts and institutes of higher education.
4. Ability to effectively structure, organize, and systematize tasks and activities.
5. Ability to articulate ideas and information effectively to others.
6. Ability to manage a budget with accuracy and fiscal accountability.
7. Proven ability to serve students with diverse needs, including English language learners.
8. 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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's degree from an accredited college or university desired.
2. Must hold an appropriate supervision or administration credential.

B. Experience:

1. Successful experience in an administrative role at a school site and/or district office desired.
2. Successful teaching experience.
3. Successful experience in coordination and conducting staff development activities.
4. Experience in curriculum development and implementation of reform document standards, frameworks, and student assessment.