



**COORDINATOR II
CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM
(Department of Curriculum, Instruction and Accountability)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Curriculum, Instruction and Accountability (CIA)

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the implementation of all components, including the budget, of the KCSOS Clear Administrative Services Credential Program, as prescribed by the Commission on Teacher Credentialing (CTC) regulations and KCSOS guidelines.
2. Supervise and evaluate assigned staff.
3. Recruit and evaluate program coaches and administrative candidates.
4. Coordinate, conduct and/or facilitate professional development and professional collaboration sessions.
5. Maintain accurate and timely program records on all administrative candidates.
6. Represent the County Office at professional meetings and trainings related to the Clear Administrative Services Credential Program.
7. Prepare for program evaluation and reporting to California Department of Education and the CTC.
8. Participate in regular Curriculum, Instruction and Accountability meetings and activities as assigned.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and the ability to stay abreast of current trends, innovations and practices in elementary and secondary education.
2. Knowledge and application of fundamental principles of quality staff development, including possession of a broad repertoire of presentation and facilitation skills.
3. Ability to work and communicate with people effectively and cooperatively both orally and in writing.
4. 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.

5. 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. Knowledge of and a broad range of experience with the California Professional Standards for Educational Leaders (CPSEL Standards).
 2. Experience with adult learning theory and effective methods of professional development.
 3. Ability to establish appropriate working relationships and rapport with individuals and groups.
 4. Ability to monitor a program budget.
 5. Ability to analyze program results and apply the knowledge to program development.
 6. Knowledge of different coaching models and best practices.
 7. 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. Must hold clear Administrative Services credential.
 2. Must hold a Master's degree earned at an accredited college or university.
 3. Must hold appropriate California teaching credential(s).
 4. Authorization to teach English Learners preferred.
- B. Experience:
1. Minimum of five years' successful experience in an administrative role at a school site or district/county office.
 2. Successful experience in classroom teaching, preferably with populations of English learners and socioeconomically disadvantaged students.
 3. Successful experience in coordinating and conducting professional development activities.
 4. Experience that indicates knowledge of current school reform principles, theory and instructional techniques.
 5. Experience with budget management and oversight.

TS:gs
7/20/15

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