



COORDINATOR II – TEACHER DEVELOPMENT PROGRAMS

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Educator Development

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the implementation of all components of assigned programs, including budget planning.
2. Supervise and assist in evaluations of assigned staff.
3. Serve as the KCSOS primary contact for all assigned program(s).
4. Participate in all statewide, regional, and local activities related to assigned educator development program(s).
5. Schedule and facilitate professional development activities related to all educator development programs.
6. Keep accurate records of program support hours as required by the California Commission on Teacher Credentialing (CCTC).
7. Facilitate program evaluation and reporting.
8. Coordinate and communicate with district representatives from partnering school districts and institutions to facilitate the ongoing support of candidates, mentors and coaches participating in the KCSOS Educator Development Programs.
9. Maintain and oversee accurate and timely records for program participants.
10. Prepare for program evaluation and reporting to the Commission on Teacher Credentialing (CTC).
11. Participate in regular program, division, and department meetings, professional learning and activities as assigned.
12. 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. Ability to plan, collaborate and provide leadership in committees, workshops, professional learning and various types of group meetings.
4. Skills to manage the work, set priorities and evaluate progress toward outcomes.
5. Interpersonal skills and abilities necessary to work and communicate with individuals and groups effectively and cooperatively.
6. Knowledge of, and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
7. Knowledge of CCTC requirements for educators.
8. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
9. Knowledge of CCTC requirements for intern teachers.
10. 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.
11. 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. Exhibit knowledge of current trends, innovations and practices in educator recruitment, support, mentoring, credentialing and retention and to stay current in these practices.
2. Exhibit integrity and ability to maintain confidentiality.
3. Proven ability to provide leadership in the areas of adult learning theory, mentoring practices, and the development and implementation of quality professional learning.
4. Proven ability to provide leadership in curriculum development and improving instructional practices.
5. Ability to collaborate effectively with diverse individuals and groups, including districts and instates of higher education.
6. Ability to effectively plan, design and conduct meetings with a variety of program partners.
7. Ability to effectively structure, organize, and systematize tasks and activities.
8. Ability to articulate ideas and information effectively to others.
9. Ability to manage a budget with accuracy and fiscal accountability.

10. Ability to analyze program results and apply the knowledge to continuous improvement and ongoing program development.
11. Proven ability to serve students with diverse needs, including English language learners.
12. 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 required.
2. Must hold appropriate Teaching Credential(s).
3. Must hold or be eligible for 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 with mentoring and new educator support desired.
5. Experience in curriculum development and implementation of reform document standards, frameworks, and student assessment.