



COORDINATOR III – KERN EDUCATION PLEDGE (KEP)

Certificated Job Description

IMMEDIATE SUPERVISOR:

Deputy Superintendent – Local and Statewide Initiatives

ESSENTIAL FUNCTIONS:

1. Work with members of the Kern Education Pledge (KEP) and KEP Work Groups to:
 - a. Coordinate and facilitate General Convenings and Work Group meetings, including the development of agendas.
 - b. Create, plan, organize, and promote various activities necessary for the implementation of Kern Education Pledge.
 - c. Coordinate the collection and analysis of Kern Education Pledge outcome data with key support personnel, including, but not limited to, Research Analyst and Work Group Leads.
2. Supervise and coordinate the implementation of the Kern Education Pledge in collaboration with key KEP leaders.
3. Supervise and evaluate assigned staff.
4. Serve as the KCSOS primary contact for the Kern Education Pledge.
5. Participate in all appropriate trainings.
6. Schedule and facilitate professional development activities related to the Kern Education Pledge.
7. Work with business and industry partners to support the objectives and goals of the Kern Education Pledge.
8. Serve on KCSOS committees, attend county office meetings and events and participate in other department meetings, as needed.
9. 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. Strong understanding of how to use data to inform educational practices.
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. Proven ability to provide leadership in data based instructional practices.
4. Ability to work effectively with diverse individuals and groups, including districts and institutes of higher education.
5. Ability to effectively structure, organize, and systematize tasks and activities.
6. Ability to articulate ideas and information effectively to others.
7. Proven ability to serve students with diverse needs.
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. Administrative Services Credential.
2. Master's degree from an accredited college or university.

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 utilizing data to guide instructional practices.

CP: rn

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