

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2022
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT
CODE: 2, 6, 8**

COORDINATOR I – EDUCATOR DEVELOPMENT DEPARTMENT

DEFINITION

Under direction of the Director, will oversee aspects of the assigned Educator Development Department grants and programs and be the primary contact for assigned program partners.

EXAMPLES OF DUTIES

The Coordinator I - Educator Development Department will develop, manage, supervise, and implement all aspects of the assigned program(s);

supervise and coordinate the implementation of all components of the assigned program including budgets, contracts, personnel, professional development, data collection, reports, evaluation, site visits, and technical assistance;

serve as the primary contact for all school districts or community-based partners participating in the assigned program;

participate in statewide, regional, and local activities required of the program;

participate in appropriate trainings and services as a trainer for school districts or community-based partners participating in the program;

may help with recruitment/retention of AmeriCorps Members;

create, implement, and deliver professional development for assigned program sites;

keep accurate records of work completed by program participants and other personnel hired to support program activities;

work with site personnel to monitor work and assess needs;

facilitate program evaluation and reporting;

manage and evaluate staff assigned to implement the assigned program;

other duties assigned specific to context of position.

QUALIFICATIONS

Knowledge of:

Fundamental principles in quality professional development and program implementation;

knowledge of and willingness to stay abreast of current trends, innovations, practices in professional development, and the assigned program requirements.

Ability to:

The Coordinator I - Educator Development Department will have appropriate and specific skills and knowledge that match the context of the position;

proven ability to provide leadership in the development and implementation of quality professional development;

proven ability to provide leadership in the development and implementation of grants and programs as assigned;

proven ability to serve students with diverse needs including English language learners;

proven ability to research, interpret, and prepare a variety of statistical and administrative reports and proposals;

work effectively with diverse individuals and groups;

effectively structure, organize, and systematize tasks and activities;

manage a budget with accuracy and fiscal accountability;

travel within the state to attend meetings, trainings, and other professional events.

Experience:

Successful experience in supervisory position;

successful experience in coordinating and conducting professional development activities;

experience in program implementation and evaluation;

experience working with schools, districts, and community organizations.

Education:

Bachelor's degree required.

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.

CP: mm

6/28/2022

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