

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2020
SALARY SCHEDULE #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

COORDINATOR I – KERN EDUCATION PLEDGE (KEP)

DEFINITION

Under the direction of a designated Administrator, the Coordinator I – Kern Education Pledge will coordinate the administration of activities necessary for the implementation of the Kern Education Pledge.

EXAMPLES OF DUTIES

Work with members of the Kern Education Pledge (KEP) and KEP Work Groups to:

- coordinate and facilitate general and work group meetings, including the development of agendas;
- create, plan, organize, and promote various activities necessary for the implementation of Kern Education Pledge;
- coordinate the collection and analysis of Kern Education Pledge outcome data with key support personnel, including, but not limited to, Research Analyst - KEP and Work Group Leads;

supervise and coordinate the implementation of the Kern Education Pledge in collaboration with key KEP leaders;

supervise and evaluate assigned staff;

serve as the KCSOS primary contact for the Kern Education Pledge;

participate in all appropriate trainings;

schedule and facilitate professional development activities related to the Kern Education Pledge;

work with business and industry partners to support the objectives and goals of the Kern Education Pledge;

serve on KCSOS committees, attend county office meetings and events and participate in other department meetings, as needed;

perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of fundamental principles in quality staff development, effective teaching, and curriculum development;

possession of a broad repertoire of presentation, facilitation, and pedagogical skills;

knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction;

strong understanding of how to use data to inform educational practices.

Ability to:

Proven ability to provide leadership in the development and implementation of quality staff development and mentoring;

proven ability to provide leadership in curriculum development, improving instructional practices, and data based instructional practices;

ability to work effectively with diverse individuals and groups, including districts and institutes of higher education;

ability to effectively structure, organize, and systematize tasks and activities;

ability to articulate ideas and information effectively to others;

proven ability to serve students with diverse needs.

Experience:

A minimum of five (5) years of responsible management level experience. Successful experience in coordination and conducting staff development activities. Experience utilizing data to guide instructional practices, preferred.

Education:

Graduation from a four-year college or university 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.

TS: rn

6/22/2020

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