

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE: #26
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT
CODE: 2, 6, 8**

PROGRAM COORDINATOR – EDUCATOR DEVELOPMENT

DEFINITION

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

EXAMPLES OF DUTIES

The Coordinator will develop, manage, supervise, and implement all aspects of the assigned programs;

supervise and coordinate the implementation of all components of the assigned programs 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 programs;

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

design, facilitate, or coordinate appropriate trainings for KCSOS employees, school districts or community-based partners participating in the assigned program(s);

oversee, design, coordinate and facilitate professional learning activities and stakeholder meetings of assigned programs ensuring standard requirements, state and local priorities, and the identified needs of program participants are met;

collaborate with district representatives from each partnering district/institution to effectively enroll, provide support and monitor the progress of each program participant.

may help with recruitment/retention of AmeriCorps Members;

create, implement, and deliver professional development for assigned program activities and goals;

maintain 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;

Supervise and evaluate assigned classified staff;

perform other related duties as assigned.

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:

Have appropriate and specific skills and knowledge that match the context of the position;

provide leadership in the development and implementation of quality professional development;

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

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:

A minimum of three (3) years in a supervisory position;

previous experience 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.

Masters degree preferred.

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: nl

G:\Program Coordinator – Educator Development.doc

Formerly Coordinator I – School Community Partnerships 2024