



CONTENT COORDINATOR – COMMUNITY SCHOOLS REGIONAL SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Advise districts on the Community Schools coherence and the alignment of programs to funding sources in Northern Kern, Tulare, and Kings counties.
2. Coach and provide Technical Assistance to teachers, administrators, community school coordinators, and/or stakeholders for the purpose of developing and implementing a Community Schools program.
3. Collaborate and develop partnerships with school districts, school sites, public agencies and/or institutions of higher education and/or other stakeholders.
4. Collaborate with educational organizations and stakeholders and develop professional partnerships.
5. Collaboratively design, pilot, and evaluate innovative professional learning opportunities and resources for educators and /or a range of regional partners including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual trainings, and school site visits.
6. Collect, analyze, and prepare data, for the purpose of, assisting districts/school sites with analysis of student groups, program effectiveness, and differentials between school sites, with the purpose of supporting districts, school sites and/or other regional partners to meet student and teacher program goals.
7. Communicate with and participate in local and state organizations for the purpose of supporting service contracts; stay current and knowledgeable in educational and funding requirements.
8. Coordinate with district and school site personnel in planning and developing school activities related to, and an extension of Community Schools.
9. Consult and/or coach, as directed by supervisor, administrators, and stakeholders for the purpose of implementing an effective standard based instructional program.
10. Develop work plans with school districts, school sites, and other educational/non-educational entities for the purpose of providing support, specific to the needs of the school district/school site.

11. Examine, select, and provide in-service training of teachers, principals, school counselors, or other similar personnel involved in Community Schools.
12. Interpret and explain district, state and federal regulations for the purpose of advising administrators and future administrators on the responsibilities of managing Community Schools.
13. Maintain and submit accurate records and reports to ensure fiscal and program requirements are met.
14. Travel to, attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events throughout the county, region (Tulare and Kings counties), and state.
15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Demonstrate personal characteristics that are conducive to good communication and self-management.
2. Proven ability to lead and work effectively with diverse groups and individuals.
3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
4. 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.
5. 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. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development.
3. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.
4. Ability to analyze and evaluate instructional programs, including the effective use of data, data analysis, and data visualization.
5. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently in a fast-paced environment with flexibility.

6. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
7. Ability to effectively structure, organize, systematize and complete tasks and activities.
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. Must hold or be eligible for a valid Administrative Services Credential. If eligible, candidate will need to provide evidence of being enrolled in a program.
2. Must hold appropriate California Teaching or Pupil Services (PPS) Credential(s).
3. Master's or doctorate degree required.

B. Experience:

1. Successful teaching experience in a general and/or special education classroom and/or service utilizing the PPS credential.
2. Successful administrative experience.
3. Successful experience in developing, implementing, and evaluating educational programs.
4. Successful experience in coordinating and conducting professional development activities.
5. Knowledge and/or understanding of Community School.

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6/17/2025

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Formerly Coordinator III – Community Schools Implementation 2024