

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2025
RANGE: 43.0
CLASSIFIED
CODE: 2

LOCAL FACILITATOR – EDUCATOR DEVELOPMENT

DEFINITION

Under direction, the Local Facilitator – Educator Development will serve as an assistant to the assigned Program Coordinator.

EXAMPLES OF DUTIES

Participate in recruitment and selection of program members;

help to oversee the work of program members;

help to plan and facilitate member orientation;

participate in monthly staff meetings and ongoing trainings;

assist in leading team meetings;

help to facilitate local training sessions;

act as liaison between program and members' school and out-of-school work sites;

connect program members with community-based organizations and resources;

help plan and carry out community service projects on evenings and weekends;

maintain records for volunteer hours and service projects;

help to review and approve member time sheets;

review member's documentation measuring progress with targeted students;

help to compile data and information required to complete progress reports;

participate in member performance evaluation;

compile information regarding local in-kind contributions to program;

assist Program Coordinator with program-wide administrative duties;

travel to assigned school sites, district offices, and other locations as necessary to attend meetings and perform assignments;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of professional development and training;

business letter writing;

mentoring skills and practices;

working collaboratively with diverse stakeholders such as school administrators, community partners, and program participants to achieve shared goals;

English usage, spelling, grammar and punctuation.

Ability to:

Oversee the work progress of volunteers;

appreciate the value and importance of cultural diversity;

work with people and organizations with different viewpoints;

work collaboratively with schools, agencies, community-based organizations, parents, students and local volunteers;

interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

solve problems, mediate conflicts, and apply disciplinary procedures when necessary;

maintain accurate records;

compile information for and write a variety of administrative reports;

communicate clearly and concisely, both orally and in written form;

organize events and activities;

establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Minimum of two (2) years' experience coordinating activities and events with children and adults.

Experience working directly with children and/or adolescents preferred.

Education:

AA Degree or 60 units or more required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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 has a probationary period of six months or 130 days, whichever is longer.

CP: rn

6/5/2025

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