



PROGRAM COORDINATOR – EDUCATOR DEVELOPMENT

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Oversee and coordinate the implementation of all components, including billing, budgets and contracts, of assigned program(s) within the department.
2. 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.
3. Collaborate with district representatives from each partnering district/institution to effectively enroll, provide support and monitor the progress of each program participant.
4. Facilitate, coordinate, and/or represent KCSOS at professional meetings, activities, and trainings.
5. Oversee the maintenance of accurate and timely Credentialing Program records, utilizing this information for program decision-making and sharing the results with appropriate stakeholders.
6. Oversee the collection and review of participant and program data for continuous improvement purposes.
7. In collaboration with division/department leadership, coordinate preparation for program evaluation, reporting and accreditation activities as required by the Commission on Teacher Credentialing (CTC).
8. Maintain status as authorized signatory with CTC for clear credential recommendation procedures.
9. Supervise and evaluate assigned classified and certificated staff.
10. Participate in regular program, division, and department meetings, professional learning and activities as assigned.
11. Maintain professional proficiency through ongoing professional learning related to the work of educator development and credentialing programs.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Exhibit knowledge of current trends, innovations and practices in elementary and secondary education and demonstrate a willingness to stay abreast of these trends.
2. Ability to provide leadership in committees, workshops and various types of group meetings.
3. Demonstrate the ability to articulate ideas and information effectively to others.
4. Ability to effectively communicate appropriate information to peers, staff members and the public.
5. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
6. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
7. 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.
8. 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. Knowledge of and a broad range of experience with the Common Core State Standards, California Standards for the Teaching Profession (CSTP), California Professional Standards for Education Leaders (CPSEL) and CA Quality Professional Learning Standards (QPLS).
2. Knowledge of and experience with Credentialing Programs (Teacher Induction and/or CASC).
3. Experience with adult learning theory, mentoring practices and effective methods of developing curriculum and professional learning opportunities.
4. Experience providing leadership in curriculum development, professional learning design, and improving instructional practices.
5. Ability to establish and maintain appropriate working relationships and rapport with individuals and groups.
6. Ability to effectively structure, organize, and systematize tasks and activities.
7. Ability to articulate ideas and information effectively to others.
8. Ability to design and conduct meetings with a variety of program stakeholders.

9. Ability to analyze program results and apply the knowledge to program development.
10. Knowledge of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation.
11. 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 Clear California Administrative Services Credential.
2. California Clear Teaching Credential(s).
3. Master's Degree earned at an accredited college or University.

B. Experience:

1. Successful experience in an administrative role at a school site or district/county office desired.
2. Successful experience in classroom teaching, preferably with populations of English learners and socioeconomically disadvantaged students.
3. Successful experience in coordinating and conducting professional learning and staff development activities.
4. Experience in curriculum development and implementation of current school reform principles, theory, documents and instructional techniques.
5. Experience with mentoring and/or induction programs.
6. Experience with budget management and oversight.

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Formerly Coordinator III – Educator Development 2024