

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Reading Implementation Centers

DEFINITION

Under general supervision of the Reading Lions Center, coordinates the support services to the regional Reading Implementation Centers (RICs) in county offices of education and districts under contract for teacher and administrator trainings; prepares, manages distribution of, and presents training materials; trains regional Directors on the content of the training programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, California Reading Development Center

SUPERVISION OVER

Project specialists as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates support services to the regional RICs; maintains a content registry on all training programs and trains RIC Directors on the content; develops and maintains records of all institute materials required for teacher, coach and administrator trainings, including the support materials for institute coordinators, instructors, and participants; contributes to procedural workshops for RIC directors three times a year (and as needed); designs order and delivery procedures; assists in developing and monitoring the master schedule for delivery of services/materials; maintains records of the service users; maintains communications networks (on-line and email) and assists in communications and feedback to the RICs and contracted districts; manages staff support of services; interfaces with and monitors the quality of services provided by authorized vendors; manages staff as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a Bachelor's degree and student teaching; three or more years of successful teaching experience at the elementary or middle school levels; recent experience in managing a large scale instructional project focused on working with LEAs on teacher and administrator training; experience in coordinating statewide training events; experience developing and implementing procedures to ensure efficiency and maintain quality control of statewide services.

Knowledge of:

K-6 State Board adopted instructional reading/language arts programs (AB 2519 adoption and the 2002 adoption); Reading Lions' training program content for teachers, coaches, and administrators; effective professional development models; state, county and local districts collaborating with the Reading Lions Center.

Skill and Ability to:

Plan, develop, implement, and monitor support services to the regional Reading Implementation Centers; effectively transmit knowledge and skills to clients and staff; work cooperatively and effectively with individuals and groups; select, train, and supervise staff; develop goals and objectives, set priorities, monitor costs, and maintain records;

Other Characteristics

Possession of a valid California driver's license and willingness to travel as needed.