

Sacramento County Office of Education Job Description

Classification Title: Coordinator, School of Education

DEFINITION

Under general direction, provides coordination and support in the implementation, delivery, and operation of the School of Education teacher and educational leadership programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Classified and certificated personnel 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.)

Plans, develops, coordinates, manages, and assesses ongoing operations within the School of Education related to instructional programs, including professional development, training, and technical assistance for participants, staff, and program partners; coordinates and oversees program events, activities, and operations; assists in the creation of professional development materials; facilitates, supports, and oversees delivery of professional development; monitors program implementation and ensures requirements are met within established budget and timelines; maintains effective communication system with program partners; coordinates and facilitates planning meetings; assesses and evaluates work of program participants; monitors the progress of candidates toward completion; maintains accurate records and completes reports; utilizes technology to enhance and support the program; establishes and maintains liaisons with universities, districts, counties, state department of education, and other related agencies; selects, trains, manages, and evaluates the work of assigned program staff and contractors.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of valid California administrative services credential and a teaching credential based on a bachelor's degree and student teaching required; Master's degree in education or related field desired; successful experience in public school administration, teaching, and providing educator training and professional development programs at the K-12 and/or university level.

Knowledge of:

Instructional support services; effective models of teacher and administrator education, including pre-service, induction, continuing professional development, and administrator preparation; assessment and evaluation strategies for educators and programs; goals, requirements, and guidelines of California's teacher and administrator preparation programs; California Standards for the Teaching Profession, Professional Standards for Educational Leaders, and Quality Professional Learning Standards; integration and use of technology in the delivery of instruction; techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures; standard software applications.

Skill and Ability to:

Plan, implement, assess and evaluate programs; communicate effectively in both oral and written form; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; effectively transmit knowledge and skill to others; plan, develop, and conduct meetings, trainings, and professional development; organize and prioritize work; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train, supervise, and evaluate staff; maintain positive working relationships; use standard software applications; learn new technology and adapt to changes.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally with mileage reimbursed.

5/2020