

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Community Schools Initiatives, Teaching and Learning

DEFINITION

Under general supervision, coordinates activities and the alignment of resources to support Local Educational Agencies (LEAs) and schools in the development and implementation of teaching and learning efforts to improve and sustain community schools as part of the California Community Schools Partnership Program (CCSPP) Initiative, a “whole child” school improvement strategy where LEAs and schools work closely with teachers, students, families, and the community. Facilitates the growth of partnerships between county offices of education, districts, schools, community agencies, and local governments to align community resources to improve student outcomes and provide an integrated focus on academics, health and social services, youth and community development, and community engagement on behalf of SCOE, a county co-lead Regional Technical Assistance Center (RTAC) under the CCSPP.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Technical and clerical staff 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 and facilitates the identification of teaching and learning resources, development of partnerships, and delivery of technical assistance and support to LEAs across the thirteen-counties in the Capital Area Community Schools Region;
- Promotes and supports the effective implementation of the California Community Schools Frameworks;
- Collaborates with LEA partners to develop tools and resources that support the planning, implementation, and expansion of community schools and the community leadership structures necessary to grow and sustain them;
- Facilitates CCSPP data collection processes across the greater Capital Area region and within Sacramento County districts and schools;
- Builds LEA capacity to analyze data to improve instruction and increase student achievement;
- Provides support to district leaders and school teams in the development and implementation of sustained professional learning efforts;
- Designs and delivers relevant professional learning;
- Establishes effective communication and coordinates activities across program partners and collaborators to promote an integrated systems approach; ensures opportunities for educational partners to provide feedback, reflection and evaluation aligned to funding requirements and expected outcomes of the CCSPP and RTAC;
- Cultivates, identifies, and promotes resources to create a safe, healthy, and culturally relevant and inclusive environment for students;
- Monitors adherence to contract requirements, including completion of deliverables and reporting;
- Develops assessment instruments to measure and evaluate the effectiveness of CCSPP implementation and the services provided;
- Monitors implementation and effectiveness of technical assistance and support provided to LEAs;
- Assists with development and coordination of communities of practice; selects, trains, supervises, and evaluates the work of assigned staff;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Teaching Credential that requires a bachelor's degree and student teaching or Pupil Personnel Services Credential;
- Master's degree in education or a related field desired;
- Experience in meeting facilitation and the design and delivery of professional learning for educators with four years working in a public education setting required;
- Experience in the planning, development, implementation, and support of a community school is preferred.

Knowledge of:

- State curriculum standards, frameworks, and multi-tiered systems of supports;
- Academic and social emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction;
- Current trends and best practices regarding educational equity and inclusivity;
- Strategies to increase equity and access for all students;
- Methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations;
- Educational and community resources and services;
- Effective staff development methods;
- Teaching and assessment best practices;
- Diverse cultural, educational, and social needs of students and adults;
- Group dynamics and facilitation techniques;
- Applicable laws, codes, regulations, policies and procedures related to assigned activities;
- Principles and best practices related to educational data collection and data-driven decision making;
- Principles and practices of effective project management, including day-to-day operations and long-term project development;
- Budget preparation and control;
- Principles of grant management;
- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices;
- Standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to:

- Provide coordination, direction, and positive leadership;
- Engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning;
- Identify related resources and provide technical, specialized, consultative, advisory and planning services;
- Collect, analyze, and interpret data to support continuous program improvement;
- Guide educational partners in the collection and analysis of data to improve instructional practices and student achievement;
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement;
- Assess the effectiveness of school, district, and region-wide programs;
- Organize and prioritize work;
- Exercise a high degree of judgment and utilize various strategies in working with a variety of people;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds;

- Communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds;
- Plan, develop, and conduct professional learning;
- Effectively transmit knowledge and skills to a variety of educational and community partners;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Integrate the use of technology to enhance job performance;
- Supervise and manage the work activities of assigned staff;
- Develop and document processes and procedures, and maintain required records;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; and willingness to travel regionally and throughout the state as required.

11/2023