

TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

COORDINATOR

DEFINITION:

Under supervision of the Educational Support Services Administrator and as a part of a collaborative team, plan, organize, coordinate and implement the operations, activities, educational services and curriculum and instruction support functions of the department. Coordinate communications, resources and information to meet school and district needs in all curricular areas

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Assist school districts with evaluating their existing programs and methodology and implementing changes where appropriate.
- Conduct professional development and demonstrations pertinent to methods and materials appropriate to various levels of instruction.
- Plan and participate in TCDE sponsored programs, activities, and events.
- Cultivate effective classroom instruction, increase student achievement, and build sustainable capacity as a content-focused classroom coach.
- Coordinate, plan, and facilitate school site professional learning communities.
- Coordinate, plan, and facilitate district and school leadership meetings.
- Coordinate, plan, and facilitate coordination meeting for small school districts.
- Plan and facilitate professional learning for administrators, teachers, and para-professionals.
- Consult with superintendents, principals, and teacher leaders on curriculum, instruction, assessment, and professional learning needs.
- Plan and facilitate evaluation of instructional materials.
- Facilitate the development of curriculum materials to assist in supporting the implementation of the common core standards and standards-aligned benchmark assessment systems.
- Assist school personnel in locating needed assessments, curriculum, and instructional resources.
- Coordinate student events as assigned.
- Attend staff meetings as scheduled.
- Represent the county at district and regional meetings as needed or appropriate.
- Develop, understand, implement, and facilitate all aspects of Educational Support Services related grants or any other program facilitated by the department.
- Understand, implement, and facilitate all aspects of TCDE programs and activities applicable to Educational Support Services.
- Administer assigned project budgets, as applicable.
- Evaluate and supervise certificated and classified staff as assigned.
- Drive frequently for Department business.
- Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Valid California Teaching Credential.
- Valid California Administrative Credential.
- K-12 classroom teacher with five years of exemplary teaching experience at more than one grade level or content area.
- Master's degree desired.
- Experience as a curriculum consultant, classroom coach, or mentor teacher desired.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF and ABILITY TO:

- Current educational research and issues, including effective instructional strategies and research-based "best practices" in English-Language Arts, English Language Development, Mathematics, and Science (as applicable).
- Core curriculum subjects, content and pedagogy, and instructional applications of technology.
- Professional learning communities, research, and practice.
- Adult learning theories, continuous improvement, and quality professional development theories and practice.
- Lead districts through all aspects of the common core standards-based classroom including planning, assessment, and instruction.
- Use student work and performance data to make informed instructional decisions.
- Communicate effectively and maintain cooperative working relationships with TCDE and ESS staff, teachers, administrators, school boards, business partners, and community members.
- Provide quality collegial coaching, mentoring, and facilitation services.
- Work with district, school, and grade level/department teams in a variety of capacities including coordination and implementation of professional learning communities and district/school goal planning.
- Act reflectively towards own practice and as a resource that is skillful, reliable, and accessible.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.