

Sonoma County Office of Education – Job Description

Certificated Management

Curriculum Coordinator (Regional)

Definition:

Under the direction of the Executive Director of the North Coast School of Education (NCSOE) and in coordination with management and staff from various county offices in the region; the Regional Curriculum Coordinator will coordinate the curriculum design and development for teacher induction professional development, preliminary intern courses and processes for candidate and mentor training; articulation of intern coursework and state matrix requirements; related trainings for administrators and satellite networks; training of District level administrators in evaluation processes and in understanding the NCSOE purpose and goals; and the development of any other related materials and trainings that support the NCSOE regional purpose and goals.

Distinguishing Characteristics:

- The Regional Curriculum Coordinator will demonstrate a high level of competence in organizational management and communication skills.
- Expertise in content and teaching strategies, exemplary teaching experience, ability to facilitate adult learners in conversations related to California Teacher induction and preliminary intern programs including the *California Standards for the Teaching Profession (CSTP)*, *Teacher Induction Standards*, *Preliminary Program Standards* and the Formative Assessment Process.
- Successful experience in designing and creating online and face-to-face courses and professional development for teachers and administrators.
- Successful experience and resourcefulness in accessing and integrating state academic standards, current research and theory and engaging strategies for adult learners.
- Experience and self-directed initiative to ensure that courses, materials and trainings are offered across the region in an equitable and timely manner.
- Ability to supervise interns in their classrooms in credential areas. Ability to synthesize and analyze program and candidate data and make timely decisions and recommendations about program content and direction.
- Ability to provide ongoing trainings to facilitators, instructors and practicum supervisors and teach courses in the Teacher Induction Program and the Be A Teacher Intern Program.
- Ability to integrate state Academic Standards, 21st Century Skills, and technology with course work and professional development design.
- A self-directed work style with impeccable follow-through; and a desire to be a part of

a collaborative, innovative team.

- Ability to use and navigate online learning management systems, such as Canvas, and other technology applications (i.e., Canva, Google Suite).

Supervision Exercised and Received:

The Executive Director of the North Coast School of Education provides general direction and supervision.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Meet and communicate regularly with Executive Director and Leadership Team including Regional Director and Curriculum Specialist to plan scope of work and duties.
- Plan, organize, coordinate, design and facilitate professional learning opportunities with regional program candidates, partners, North Coast School of Education program staff, candidates, mentors, administrators, boards, Institutes of Higher Education program staff, and other agencies.
- Coordinate the articulation of instruction and coursework with the NCSOE Programs.
- Meet all program requirements and align all program materials with the *Standards of Quality and Effectiveness for Preliminary Credential Programs* as described in state guidelines developed by the California Commission on Teacher Credentialing.
- Insure consistent availability, distribution and presentation of materials across the regional consortium NCSOE programs and trainings.
- Serve as practicum supervisor, instructor, facilitator and liaison between county office of education and district leadership in the NCSOE Programs.
- Lead the development of instructional course design, development and training opportunities for candidates, mentors, facilitators, instructors, and practicum supervisors.
- Meet with and maintain communication across the regional consortium with program coordinators, facilitators, instructors and practicum supervisors, and, as needed, other persons and groups affiliated with the North Coast School of Education (NCSOE).
- As designated by the Executive Director, prepare documentation for and participate in local program evaluation, data analysis, peer and formal reviews as required by the program standards and guidelines.
- Participate on the regional Leadership Team, the Regional Advisory Board and any other regional advisory groups, as assigned by the Executive Director.
- Participate in summative data analysis and provide evaluation information as required by state agencies regarding annual program feedback and candidate competencies.
- Develop ongoing training for facilitators, instructors and practicum supervisors and meet at least twice yearly for full-day, regional training sessions.

- Develop and maintain the Teacher Induction Program coursework and processes that enable each candidate to acquire the skills, abilities and knowledge as outlined in the *California Standards for the Teaching Profession*, state-adopted frameworks and the state adopted *state Academic Standards*, which lead to the successfully completion of the NCSOE Teacher Induction Program and all requirements necessary to receive a *California Professional Teaching Credential*.
- Coordinate the curriculum design and articulation for the Teacher Induction Program and support for facilitators, mentors, district personnel, satellite coordinators, and administrators.
- Establish and maintain clear communication and cooperative working relationships with clients, staff and other agencies.
- Maintain professional competencies in areas of responsibility, maintain contact with and participate in professional job-related organizations, and serve as a liaison to satellite networks.
- Assist in the planning and coordination of program review and accreditation activities.
- Participate in County Office and state meetings, statewide, regional, and local management meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.

Employment Standards:

Knowledge of:

- The *California Standards for the Teaching Profession*, the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs*, *Preliminary Credential Standards*, and *California's Continuum of Teaching Practice*.
- Principles, practices, methods, and strategies in support of candidates, mentors, and student achievement.
- Exemplary teacher/educator experienced in professional development and mentoring new teachers.
- Research for effective teaching, mentoring and coaching strategies.
- Federal and state regulations related to preliminary programs and credentialing of candidates.
- Adult learning theory, social emotional intelligence, diversity and professional learning practices.
- State Academic Standards in all content areas, including special education, science and math.
- Integration of technology with instruction.

Ability to:

- Synthesize complex information.
- Excellent communication and presentation skills.
- Ability to work well with others, including teachers, principals, superintendents, university and county office staff, while maintaining flexibility and upholding collaborative efforts of the regional program.
- Willingness to travel extensively for the purpose of trainings, meetings and program requirements.
- Self-motivated, organized and able to meet deadlines.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.
- Maintain confidentiality in all professional relationships.
- Maintain and improve professional skills and knowledge; and be flexible and receptive to change.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Possession of an advanced Degree or equivalent from an accredited college or university is preferred.

Experience:

- Five (5) or more years of successful teaching experience.
- Extensive experience coordinating and facilitating a variety of instructional strategies, learning activities and courses.
- Experience teaching adult learners.
- Demonstrated success in providing professional development workshops, trainings, and courses.
- Demonstrated success in mentoring, coaching and supervising candidates.

Credentials:

- Appropriate California Teaching Credential or equivalent licensure and possession of an appropriate California Administrative Services Credential is desirable.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: June 2, 2019
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services