

**REGIONAL CURRICULUM COORDINATOR**

**Description:**

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 series, preliminary intern courses and processes for: candidate and mentor trainings; articulation of intern coursework and state matrix requirements; related trainings to 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 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 insure 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 including, special education, science or math. Ability to synthesis and analyze program and candidate data and make timely decisions and recommendations about program content and direction;
- Ability to provide ongoing trainings to instructors and practicum supervisors in 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 sense of humor and love of life-long learning; self-directed work style with impeccable follow-through; and a desire to be a part of a collaborative, innovative team.

**Supervision Received and Exercised:**

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

**Examples of Duties/Responsibilities**

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

- Meet and communicate regularly with Executive Director 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 Be A Teacher Intern Program;

- 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 intern programs and trainings;
- Serve as liaison between county office of education and district leadership and the Be A Teacher Programs;
  - Lead the development of instructional course design, development and training opportunities for candidates, mentors, instructors, and practicum supervisors;
  - Meet with and maintain communication across the regional consortium with program coordinators, 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 instructors and practicum supervisors and meet at least twice yearly for full-day, regional training sessions.
- Develop and maintain the Be A Teacher Intern 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 Be A Teacher Program and all requirements necessary to receive a *California Professional Teaching Credential*;
- Coordinate the curriculum design and articulation for the Be A Teacher Program and support for instructors, practicum supervisors, 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, 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.

**Education and Experience:**

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

Education:

- Appropriate California Teaching Credential or equivalent licensure;
- Possession of an advance Degree or equivalent from an accredited college or university preferred; and
- Possession of an appropriate California Administrative Services Credential is desirable.

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.

**The following conditions may be present:**

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

**Other Requirements:**

- prior to employment, pass fingerprint clearance;
- provide proof of TB clearance;
- provide proof of insurability;
- possess a valid California Driver's License;
- may be required of obtain first aid and CPR certificates within the first 6-12 months of employment.

**Physical Requirements:**

- Physical requirements include reading, sitting and standing for extended periods of time;
- reaching and lifting up to fifty (50) pounds, and in excess of (50) pounds with assistance;
- fine manual dexterity;

- speaking in audible tones to be heard and understood in normal conversations, meetings, and training sessions;
- hearing and understanding speech at normal room levels and on the phone; near and far visual acuity.

Please take note that per Government Codes 3100-3103, all public employees, including SCOE employees, are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.