
PROGRAM COORDINATOR I

Definition:

Provide a wide range of consultant services related to school/district leadership in their efforts to accelerate the academic achievement of all students while narrowing the achievement gap; assist in the development and implementation of training and coaching to help administrators and leadership teams strengthen their leadership skills; and perform related duties as assigned. Continuation of position is dependent on continued funding.

Distinguishing Characteristics:

- Under the guidance of the Project Director, Leadership Assistance Center, incumbent assists and supports district and school-wide efforts to increase student achievement through the development and implementation of program goals.
- Provide consultation and guidance to administrators and school leadership teams focused on identified goals and/or program components.
- Assists and supports district/school initiatives and works collaboratively with county office staff.
- Contact with others includes district superintendents, site principals, administrators, teacher leaders, district coordinators, boards, grant funders, county office personnel and other agencies.

Supervision Received and Exercised:

General direction is provided by the Project Director, Leadership Assistance Center.

Examples of Duties and Responsibilities:

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

- Assist in the development and implementation of the content and curriculum materials for leadership programs and activities, including but not limited to the Sonoma and Mendocino Leadership Networks, Leadership Coaching Program, AB430 Principal Training Program, Aspiring Administrators' Academy, Executive Leadership Seminars and other leadership professional development workshops and trainings.
- Assist in the development of program evaluation tools and information regarding specific criteria and performance standards for assigned programs and service.
- Develop and coordinate professional development options that meet site needs and district goals.
- Provide professional development and coaching to district/school leaders and leadership teams to build their capacity to move forward with improvement efforts and program initiatives.
- Provide data and analysis to targeted schools/districts.
- Participate in County Office staff meetings and provide support to County Office and district programs by attending meetings regularly, initiating relevant agenda items, sharing ideas and opinions as appropriate.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies.
- Participate in the acquisition of grants and other sources of funding; coordinate and participate in writing proposals and agreements; ensure that grants and agreements are properly administered.
- Develop personal goals and objectives which support and are consistent with goals of the Superintendent and the County Office.
- Maintain professional competencies in areas of responsibility, maintain contact with and participate in professional job-related organizations and serve as a liaison to professional groups.
- Perform related duties as assigned.

Employment Standards

Knowledge of:

- Research-based practices of high performing, gap-closing schools and districts.
- School-wide innovation and large-scale change focused on student achievement.
- Research-based practices of effective, visionary leadership.
- Principles and practices of effective presentation and facilitation techniques, styles and skills.
- Principles and practices of engaging, rigorous and stimulating professional development activities.

- Adult learning theory and its implications for facilitation, consensus-building and decision-making.
- California's accountability system.
- Standardized testing and reporting (STAR) interpretation and analysis.
- Curriculum design, planning, development, implementation and evaluation.
- Categorical programs.
- Program planning and evaluation designs and tools.
- Funding and grant sources for the assigned areas of specialized service.
- Principles, practices, methods and strategies applicable to leadership, instruction, general curriculum and staff development.
- Federal, state and local laws; codes, regulations, requirements; and current research and development pertaining to areas of assigned responsibility.

Ability to:

- Effectively plan, develop, implement, and administer the activities of various innovative projects.
- Plan, develop and implement relevant, rigorous and engaging staff development activities.
- Respond promptly to requests of clients; provide needed direction, assistance, training, materials and resources.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals groups, public and private agency personnel.
- Motivate, challenge, and guide others in the improvement of educational programs and County Office services.
- Analyze data and situations; render judgment; make decisions, and solve problems efficiently and effectively.
- Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost-effective programs and services.
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards.
- Represent County Office in a professional, positive manner.
- Use good judgment when working with internal and external clients.
- Maintain and improve professional skills and knowledge.
- Interpret applicable laws, codes, regulations and ordinances.
- Be flexible and receptive to change.

Education and Experience:

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

Education:

- Masters Degree from an accredited college or university with an emphasis in education or closely related field is desirable.

Experience:

- Three (3) or more years of management and administrative experience;
- Three (3) or more years of experience as a school site or district office administrator;
- Three (3) or more years teaching experience;
- Demonstrated experience with successful development and implementation of professional learning workshops and trainings.

Credentials:

- Appropriate valid California Teaching Credential and California Administrative Services Credential are required.

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 SCOE, 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.