

Sonoma County Office of Education – Job Description

Certificated Management

PROGRAM COORDINATOR I, NCSOE

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 Program Coordinator I will regularly plan, organize, administer and coordinate for the multi-county regional and/or district consortium; direct and monitor the performance of program staff; and oversee reporting requirements associated with this position. Recommendation for continued service is based on satisfactory performance, effective leadership skills, annual review of the programs, the program need based on actual number of candidates, both teachers and interns in the program each year, and the continuation of funding.

Distinguishing Characteristics:

- Program Coordinators coordinate and implement the program components within the regional consortium for teacher induction and intern candidates.
- Duties include communication, coordination, facilitation, collaboration, organizational management and accountability to ensure that all program requirements are met both by the program and candidates.

Supervision Exercised and Received:

Supervision is provided by the Executive Director and Program Coordinator II of the North Coast School of Education.

Example of Duties and Responsibilities:

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

- Coordinate induction and intern programs and services within the regional consortium.
- Meet and communicate regularly with Executive Director and Program Coordinator II to plan and administer scope of work and duties.
- Meet and communicate regularly with other Program Coordinators to communicate, provide support, and ensure ongoing alignment of program goals.
- Serve as liaison between county office(s) of education and district leadership and the program.
- Facilitate communication, coordinate services and align program goals among county office(s), districts, schools and/or universities within the consortium and/or within the county.
- Work with assigned county office(s), universities, and districts to coordinate, plan, establish calendars, manage facilities, and implement professional development courses and activities.

- Meet with district personnel, coordinators, and administrators to communicate roles and responsibilities, identify eligible candidates, and clarify program goals and completion requirements.
- Coordinate and provide training and support to administrators, candidates and mentors in regards to their roles and responsibilities.
- Communicate and monitor candidates' active engagement and progress towards completion of program requirements.
- Submit documentation and required evaluation data to regional and/or county office as requested.
- Participate in ongoing program development and program revisions.
- Participate in summative data analysis and provide evaluation information as required by state agencies.
- Participate in program review and accreditation activities.
- Attend state-required, regional, and local management meetings.

Employment Standards:

Knowledge of:

- Teaching Performance Expectations (TPE), California Standards for the Teaching Profession (CSTP), Commission Preconditions & Standards for Intern Programs, and Continuum of Teaching Practice (CTP).
- California Content Standards and K-12 Frameworks.
- Principles, practices, methods and strategies applicable to observation protocol, innovative instruction, general curriculum, adult learning, and learning activities.
- Research on effective teaching, mentoring, coaching, and learning-focused supervision strategies.
- Integrated technologies, including, but not limited to GoToMeeting, Canvas LMS, Google Drives and Docs, Power Point, Keynote, learning applications for intern teachers.
- Learning theory, curriculum and assessment, effective facilitation strategies and practices especially related to intern teacher support and supervision.
- Principles and practices of organizational management, course design and development, and information processing.
- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility.

Ability to:

- Work well with others, including teachers, principals, superintendents, university, and county office staff, while maintaining flexibility and upholding collaborative efforts of the program.
- Plan, prepare, organize and schedule ongoing professional development series and courses in multiple counties.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.

- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Follow County Superintendent policies, procedures, rules, and regulations.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Maintain confidentiality in all professional relationships.
- Maintain and improve professional skills and knowledge.
- Be a good listener - flexible and receptive to change.
- Demonstrate a good sense of humor.
- To travel for the purpose of trainings, meetings, and other program requirements.

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, and learning activities.
- Experience teaching adult learners.
- Demonstrated success in providing professional development workshops and trainings.
- Demonstrated success in mentoring and coaching candidates.

Credentials:

- Appropriate California Teaching Credential or equivalent licensure;
- Possession of a valid 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: January 2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services