Sonoma County Office of Education – Job Description

Certificated Management

Curriculum Coordinator – College and Career Readiness

Area of Emphasis- Career Technical Education (CTE) & Work-Based Learning (WBL)

Definition:
This position supports schools and districts in providing quality teaching to all students with an emphasis in Career Technical Education and Work-Based Learning under County Office of Education’s College and Career Readiness program. Included activities are: plan, organize, administer, and coordinate professional learning activities; assist schools and districts with the development and implementation of effective curriculum, program development, and teaching strategies in the areas of Career Technical Education and Work-Based Learning.

Distinguishing Characteristics:
The successful candidate will demonstrate: a high level of competence in collaboration skills; expertise in content and teaching strategies; exemplary teaching experience in area of emphasis; ability to facilitate conversations regarding instructional practices; successful experience in designing and delivering professional learning to teachers and administrators; resourcefulness in accessing and integrating current information regarding area of emphasis; superb collaboration skills; a sense of humor and love of learning; self-directed work style; desire to be a part of a collaborative, innovative team.

Supervision Exercised and Received:
General direction is provided by the Deputy Superintendent of Instruction or designee. May supervise and evaluate professional, clerical, and technical personnel as assigned.

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

- Develop plans and strategies for teachers and administrators in implementing college and career development activities in middle and high schools.
- Conduct professional development activities for certificated staff and administrators on implementing the revised Career Technical Education Model Curriculum Standards and CA Common Core State Standards.
- Ensure CTE course outlines are aligned with Career Technical Education Model Curriculum Standards and CA Common Core State Standards; solicit input from industry advisory committee members.
• Provide coaching and mentoring support to CTE certificated staff in local districts.
• Plan, organize, coordinate, and conduct professional learning opportunities with regional programs, project partners, Educational Support Services staff, teachers, administrators, boards, Institutes of Higher Education, and other agencies.
• Collaborate with district personnel to coordinate industry sector advisory committee meetings with industry representatives and certificated staff in local districts.
• Participate in industry workforce development committees.
• Recruit and coach employer sponsors, teachers, counselors, and students for participation in supporting students to be college and career ready through their participation in work-based learning opportunities for students as appropriate; promotion, support, and implementation of the Sonoma County Portrait of a Graduate, promote and update the Sonoma County Work Readiness Certificate throughout the County and publicize success stories.
• Develop program evaluation information regarding specific criteria and performance standards for assigned programs and services.
• Develop personal goals and objectives, which support and are consistent with the goals of the Superintendent and the County Office.
• Establish and maintain clear communication and cooperative working relationships with staff, other agencies, and regional and state administrators through announcements, letters, telephone communication, attendance at meetings, and site visits.
• Maintain professional competencies in areas of responsibilities; maintain contact with and participate in professional job related organizations; serve as liaison to professional groups.
• Keep informed on current trends in Career and Technical Education in order to serve as a supportive and knowledgeable resource to County Office staff, district and school personnel, and others.
• Provide leadership and coordination in curriculum and instruction resources related to area of emphasis.
• Participate in County Office staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.
• Keep informed of state and federal education initiatives and trends in order to serve as a supportive and knowledgeable resource to county, school, and district staff, and others.
• Coordinate teacher externship program.
• Perform related duties as assigned.

**Employment Standards:**

**Knowledge of:**

• Secondary school culture, curriculum, and structures.
• Curriculum planning and evaluation designs and models.
• Principles, practices, methods, and strategies applicable to instruction, general curriculum, and staff development.
• Principles, practices, methods and strategies applicable to providing comprehensive and age-appropriate career development activities in a K-12 educational system.
• Theory and practice for age appropriate Career Development strategies and Career Education.
• Current research and practice in Career Development.
• Outreach programs and at-risk student learning theories.
• Theory and application of sound professional development practices and group process techniques.
• Principles and practices of modern management, including organizational development, basic budgeting, purchasing, and information processing.
• Inter-agency relationships and effective methods of program coordination.
• Instructional techniques, materials, and methods for providing information, resources and training at the K-12 and professional levels.
• Federal, state, and local laws, codes, regulations, and requirements pertaining to areas of assigned responsibility.

Ability to:
• Support Career Technical Education curriculum and instructional program activities and services.
• Coach certificated staff in effective teaching strategies and classroom management strategies.
• Respond promptly to requests of clients, both inside and outside the County Office in providing needed direction, assistance, training, materials, and resources.
• Express ideas and concepts clearly and concisely in oral and written form; use language and medium appropriate to audience, including the use of electronic media.
• Establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
• Analyze data and situation(s); render judgment, make decisions, and solve problems efficiently and effectively.
• Coordinate curriculum and instruction projects, conferences, events, and activities.
• Maintain and improve professional skills and knowledge.
• Be flexible and receptive to change.
• Synthesize large amounts of information.
• Plan, organize, and provide professional learning opportunities, including on-site coaching, demonstration lessons, and classroom visitations with feedback to teachers and administrators.
• Take direction and adjust performance based on input from supervisor.
• Demonstrate initiative.
• Demonstrate flexibility and openness to change.
• Meet established timelines.

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 utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks 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:
• Masters Degree from an accredited college or university with an emphasis in education or closely related field is desirable.

Experience:
• Five (5) or more years of directly related experience in secondary classrooms.
• Experience in development and presentation of professional learning to adults.

Credentials:
• Appropriate valid California Teaching Credential; CTE credential preferred.
• Valid California Administrative Services Credential or willingness to pursue upon employment.

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.
• Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

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 and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
• Proof of TB test 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.