Certificated Management

Project Director
North Coast School of Education

Definition:
Under the direction of the NCSOE Superintendent and the Regional Director of the North Coast School of Education (NCSOE), and in coordination with management and staff from various county offices in the region, the Project Director works regularly with all staff to plan, organize, administer and coordinate programs for the multi-county regional and/or district consortium; and directs and monitors the performance of project staff. The Project Director may serve, in various capacities, in a combination of NCSOE programs, such as the Be a Teacher Intern Program, the Designated Subjects (Adult Education; Career Technical Education) Program, and/or the Teacher Induction Program. Recommendation for continued service is based on satisfactory performance, effective leadership skills, annual review of the program, program needs based on actual number of participants each year, and the continuation of funding.

Distinguishing Characteristics:
- Coordinates and implements NCSOE programs and supports participants (candidates/mentees and mentors) in successful completion of program requirements leading to a clear credential.
- Recruits and supports program mentors.
- Contributes to program design, support and mentor training as aligned to CTC accreditation, including organization and oversight of assignments and work through the program learning management system (LMS).
- Fulfills other duties that include, but are not limited to, communication, coordination, facilitation, scheduling, coaching, mentoring, credential/program-related reading and submissions, collaboration, and accountability to ensure that all program requirements are met both by the program and participants.

Supervision Exercised and Received:
General direction is provided by the North Coast School of Education (NCSOE) Superintendent and the Regional Director of North Coast School of Education (NCSOE).

Example of Duties and Responsibilities:
*Duties and Responsibilities may include, but are not limited to, the following:*
• Meet and communicate regularly with NCSOE staff and county office/district staff to plan scope of work and duties.
• Plan, direct and administer the NCSOE program elements of the Designated Subjects Program participants.
• Serve as liaison between county offices of education, partner districts, the SELPA, and charter districts.
• Facilitate communication, coordinate services and align program goals among participating county office(s), districts, schools and/or universities within the regions served.
• Contact and complete preliminary new teacher enrollment and orientation with partner districts.
• Work with assigned county office(s), universities, and districts to coordinate, plan, establish calendars, manage facilities, and implement professional development activities.
• Meet with district personnel and administrators to communicate roles and responsibilities, identify eligible participants, and clarify program goals and completion requirements.
• Coordinate and provide training, support, and coaching to participants in regards to their roles and responsibilities.
• Develop and maintain a regular daily, weekly and monthly schedule of program services provided to client participants.
• Communicate, monitor and offer structured support toward participants’ active engagement and progress towards completion of program and credentialing requirements.
• Submit documentation and required evaluation data to state, 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:
• California Commission on Teacher Credentialing (CTC) Preconditions, Common Standards and Program Standards (i.e., Preliminary Educator Preparation Standards, Designated Subjects: Adult Education and Career Technical Education Program Standards, Teacher Induction Standards)
• Teacher Performance Expectations (TPE)
• California Standards for the Teaching Profession (CSTP)
• Quality CTE Program elements
• Quality Adult Education elements
• Elements of adult learning theory
• The Standards of Quality and Effectiveness for Induction Programs
• The Continuum of Teaching Practice
• Exemplary teacher/educator experience in staff development and mentoring of new employees
• Thorough understanding of exemplary and effective teaching and coaching strategies

**Ability to:**
• Work well with others, including colleagues, teachers, principals, superintendents, university, and county office staff, while maintaining flexibility and upholding collaborative efforts of the program.
• Use integrated technologies, including, but not limited to Zoom/GoToMeeting/Google Meet, Canvas Learning Management System, and the Google Drive Suite.
• Use learning theory, curriculum and assessment, effective facilitation strategies and practices especially related to new teacher support.
• Be self-motivated, organized, and able to meet deadlines.
• Follow County Superintendent policies, procedures, rules, and regulations.
• Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
• Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively.
• Maintain confidentiality in all professional relationships.
• Be flexible and receptive to change.
• Be willing to travel as needed, or participate online, for the purpose of professional learning, meetings, and other program requirements.
• Work closely with new teachers, mentors, program county coordinators and other staff to implement Designated Subjects program goals.
• Present, communicate, and have advanced technology skills.
• Understand learning theory and work well with adult learners.
• Be self-motivated, organized, and able to meet deadlines.
• Have the knowledge of the charter school environment and understand the uniqueness of a small school setting.
• Have a thorough understanding of exemplary and effective teaching strategies.

**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:*

Credentials:
- A valid California Teaching Credential (Designated Subjects Credential desired)
- Preliminary or Clear Administrative Service Credential is recommended.

Education:
Bachelors, Master’s or Doctorate Degree in Education from an accredited college or university.

Experience:
- Ten (10) or more years of successful teaching experience.
- Designated Subjects (Adult Education or Career Technical Education) teaching experience.
- Program facilitation, teaching and/or support of specialty teachers such as Designated Subjects, intern programs, charter schools.
- Working within a small school community or setting

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.
- 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.
- Proof of COVID-19 vaccinations are 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.