

COORDINATOR, LEARNING SUPPORT

PRIMARY FUNCTION:

Under the supervision of the Executive Director, Educational Services, shall provide district-wide leadership and technical expertise in planning and developing instructional strategies; supervise, assign, review and participate in the work of staff responsible for coordinating and implementing educational programs; perform a variety of technical tasks relative to technology and other assigned areas of responsibility; provide assistance to higher level management staff and site leadership teams.

Professional Responsibilities

1. Interpersonal skills using tact, patience and courtesy.
2. Provide leadership that creates a clear, compelling vision.
3. Maintain an improvement focus.
4. Demonstrate strong communication skills.
5. Use sound judgment and display willingness to make decisions.
6. Serve as a strategic thinker to achieve organizational goals.
7. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Promote use of effective instructional strategies based on research.
2. Provide services including, but not limited to leading networked communities of practice and providing designated training, coaching and technical assistance for the implementation of MTSS, academic instructional coaching, inclusive instructional practices, differentiated instruction, and Universal Design for Learning.
3. Select, train, supervise, and evaluate assigned personnel.
4. Provide coaching to teams, collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
5. Plan, prioritize, assign, and review the work of staff; prepare work schedule for appropriate staff.
6. Maintain records and develop reports concerning new or ongoing programs and program activities and effectiveness; prepare statistical reports as required.
7. Direct the development and implementation of financial funding and grants to support the Educational program.
8. Monitor pending legislation involving educational programs and various relevant issues; serve on advisory committees.
9. Oversee, monitor and supervise the development of program curricula and education strategies and activities; coordinate the development, selection and procurement of educational material and equipment.
10. Develop and conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
11. Maintain awareness of new developments in the educational field; incorporate new developments into programs as appropriate.
12. Monitor program compliance with laws, rules, and regulations related to provision of related programs and services.
13. Plan, organize, develop and implement educational technology services to schools and central offices; provide leadership in curriculum development, dissemination and implementation of educational technology strategies.
14. Provide leadership in assessing in-service education needs; plan and develop in-service education activities for teachers and support staff including demonstrations, workshops, orientations, and group meetings; conduct in-service activities for district staff.

15. Design and develop professional learning materials and resources.
16. Advise the Executive Director of unusual trends or problems and recommend appropriate corrective action.
17. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls.
18. Collaborate with all departments within the Instructional Branch to support and facilitate the implementation of Common Core State Standards, Curriculum Development and alignment, and Professional Development; develop and align assessments, and communicate and engage with staff and parents.
19. Coordinate and manage district initiatives for evidence-based academics and behavior intervention and support, research and develop guidance documents and tools; vet materials and resources; coordinate and meet with vendors; draft or review proposals; monitor and review data to determine effectiveness.
20. Represent the department on district committees, work teams, and parent and community committees.
21. Facilitate effective communications between other district offices, school principals, staff, parents, and other stakeholders.
22. Work with Principals and site leadership teams to analyze student achievement, program design, implementation and effectiveness of the instructional programs and initiatives, district professional development and support strategies.

Other Duties and Responsibilities

1. Perform any and all other duties as assigned by the Executive Director, Educational Services, or designee.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, performance and ability to communicate effectively.

EXPERIENCE:

- Five years of increasingly responsible educational experience
- Experience in presentations and workshops
- Experience in organizing meetings for educators that support English language arts instruction, English language acquisition and literacy attainment for all students including but not limited to students with Disabilities and English Language Learners

EDUCATION/CREDENTIALS:

- a. Valid California Teaching and/or Education Specialist Credential with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment
- b. Master’s Degree with major coursework in education, education administration, behavior management, school counseling and/or Educational Psychology or related field
- c. Valid California Preliminary or Clear Administrative Services Credential

KNOWLEDGE AND ABILITIES:

Knowledge of:

- State and local assessment and accountability systems
- Professional Learning Communities theory and practice
- Modern principles and practices of data analysis, assessment and reporting
- Principles of effective supervision, leadership, training, coaching and performance evaluation
- Basic procedures, methods, and techniques of budget preparation and control
- Evaluation and assessment techniques used in determining proper teaching and educational methods and educational technology.
- Recent developments, current literature, and sources of information related to the educational area.
- Pertinent federal, state and local laws, codes and regulations including but not limited to; California Ed Code, California Administrative Code, and the policies, rules and regulations of the county office of education
- Educational technology curriculum and equipment; English Language Arts and English Language Development curriculum
- Adult learning principles
- Training equipment operation and digital training platforms
- Procedures, methods, and techniques of project and workflow management and organization
- Current research and effective theories/methodologies for instruction, teaching and learning.
- Professional and curriculum development design for student learning including differentiation for Students with Disabilities and English Learners.
- Common Core State Standards, Next Generation Science Standards, innovative teaching practices, and the integration of 21st century literacies.
- Multi-Tiered System of Support (MTSS)/for Response to Instruction and Intervention (RTI2).
- Positive Behavioral Intervention and Support (PBIS).

Ability to:

- Select, train, lead, direct, coach, supervise and evaluate the work of, professional, clerical and/or technical employees; effectively delegate authority and responsibility.
- Coordinate, direct and implement educational programs suited to the needs of the community.
- Recommend and implement goals; objectives, and practices for providing effective and efficient Education programs.
- Direct staff development programs on various subject areas.
- Elicit community and organizational support for education programs.
- Establish and maintain effective working relationships with various stakeholders.
- Interpret and explain laws, codes, contracts, policies and procedures.
- Develop and present training material.
- Prepare clear and concise correspondence, reports and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
- Operate a computer and assigned software programs.
- Provide District-wide leadership and technical expertise in planning and developing educational technology strategies.
- Supervise assigned staff.
- Plan and organize work to meet scheduled timelines.
- Work independently with little direction.
- Translate policies and procedures into practical applications.
- Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.

- Provide instructional leadership and direction to initiatives focused on improving the performance of students.
- Collaborate with various curriculum departments to plan, implement and evaluate rigorous academic programs.
- Support curriculum design and planning in order to serve all students represented at a school site, including but not limited to students with disabilities and English Language Learners.
- Monitor the successful accomplishment of project goals and objectives.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment; subject to driving to conduct work

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students
- Hearing and speaking clearly to exchange information and make presentations
- Lifting books, materials and equipment to execute presentations or lessons
- Seeing to read, prepare and review a variety of activities and to monitor staff/student activities
- Sitting or standing for extended periods of time
- Walking extended lengths to move around campus and throughout the district sites

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids