

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, TEACHER EFFECTIVENESS

Purpose Statement:

The job of Coordinator, Teacher Effectiveness is done for the purpose/s of coordinating assigned programs within the Teacher Effectiveness and Preparation Programs Unit; providing information to others; and implementing and maintaining services within established guidelines and standards.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions:

- Networks with local, state and national experts in teacher effectiveness for the purpose of building partnerships and implementing the most current, research-based programs.
- Collaborates with Teacher Effectiveness team (e.g. on a regular basis, etc.) for the purpose of creating, implementing, and maintaining services and/or programs.
- Coordinates program components, support needs and materials for assigned area of concentration for the purpose of meeting grant/program guidelines.
- Creates, monitors, and maintains content on the learning management system for the purpose of supporting Teacher Effectiveness programs.
- Monitors the completion of program standards and advises candidates, mentors, and instructors as needed.
- Serves as a resource for stakeholders regarding all aspects of the Teacher Effectiveness programs county and state-wide.
- Ensures the maintenance of a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Develops, facilitates, and participates in meetings, workshops, trainings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports within the area of concentration for the purpose of complying with local, state, and federal requirements.
- Promotes the growth of SDCOE online/blended/face-to-face learning programs through marketing efforts, workshops, technical assistance, and Teacher Effectiveness activities.

- Provides technical assistance to stakeholders regarding program requirements and learning management systems to maximize effectiveness of program tools and successful completion of programs.
- Stays current on state and federal legislation, CTC accreditation, and credentialing requirements, that impacts districts and schools for the purpose of communicating with and supporting district leaders, school leaders, and classroom educators.
- Provides leadership and consultation in the area of concentration for the purpose of ensuring support and development of professional learning for county schools and districts.
- Promotes a focus on equitable and culturally responsive learning environments for all students.
- Researches, writes and presents grant information (e.g., Teacher Effectiveness, Teacher Induction, professional development, etc.) for the purpose of securing alternative funding.
- Provides differentiated support on evidence-based practices to districts and institutes of higher education in the area of concentration for the purpose of meeting the needs of clients.
- Collaborates and provides technical assistance and support in all teacher effectiveness areas to all districts, charter, public, and nonpublic schools in San Diego County.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Concept of grammar and punctuation;

Grant administration;

District policies and procedures;

Issues relating to at -risk youth;

Accounting practices;

Business telephone etiquette;

Codes/laws/rules/regulations/policies;

Community resources;

Methods of instruction and training;

Stages of child development;

Developing teaching skills to identify and interrupt behaviors and practices that harm historically underrepresented students and communities; and

Creating safe and culturally responsive learning environments.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Schedule activities, meetings, and/or events;

Routinely gather, collate, analyze and/or classify data;
Flexibility to independently work with others in a wide variety of circumstances;
Analyze issues and create action plans;
Set and adapt to changing work priorities;
Work with constant interruptions; and
Meet deadlines and schedules.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor's degree in education, educational leadership, educational technology, curriculum, or related field; and

Experience: A minimum of four (4) years' experience providing teacher preparation training and/or high- quality professional development programs, including online and blended delivery models and use of a learning management system, and proven record of excellence as a classroom teacher/educational leader. Experience as a school/program/instructional leader, recent experience evaluating teachers and staff, and proven success working effectively with teachers and site and district level administrators; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, educational leadership, educational technology, or related field, and four (4) years' experience providing teacher preparation training and/or high-quality professional development programs, including use of a learning management system, and proven record of excellence as a classroom teacher/educational leader.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrators Credential

Valid CA Teaching Credential

Valid California Driver's License

Continuing Educ./Training

Clearances

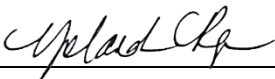
N/A

Criminal Justice Fingerprint/Background
Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management Grade 045

Approval Date: October 11, 2016

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: 12/2018; 10/2019; 8/2022; 05/2023; 10/2023