

SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Leadership and Administrator Services, Educational Services Division

JOB SUMMARY:

This job reports to assigned Executive Director. The role of Coordinator, Leadership and Administrator Services coordinating and overseeing the California CTC accredited credential programs for administrators, Clear Administrative Service Credential (CASC) and Preliminary Administrative Service Credential (PASC). The programs for new and aspiring site and district administrators is grounded in equity-centered leadership and aligned to the California Administrator Performance Expectations (CAPE) and the California Professional Standards for Educational Leaders (CPSEL). The role leads one of the two professional credential program for administrators (PASC or CASC – ACT II) and actively collaborates in the other.

ESSENTIAL DUTIES:

- Coordinates and oversees the preliminary administrative services credential program for the purpose of aligning all courses, fieldwork and Commission on Teaching Credentialing (CTC) required assessments.
- Oversees and coordinates the PASC and CASC (ACT II) programs for the purpose of developing participant capacity as instructional leaders and systems leaders, focusing on equity. Oversees processes to evaluate programs and use data in alignment with CAPE and CPSEL's.
- Manages a variety of programs, CASC-ACT II or PASC (e.g. identifying issues/emergent trends to address, developing recommendations, supporting staff on the larger team, and serving as a county-wide representative, etc.) for the purpose of improving instructional practices, instructional leadership, systems thinking, and supporting the county's school districts and charter schools with an equity-centered lens.
- Assists participating administrators, advisors, and district liaisons with induction and credentialing requirements for administrative credentials for the purpose of ensuring compliance with credentialing and state mandated requirements.
- Advises multiple administrators/candidates in administrative services credential program in alignment with program standards (e.g. preliminary administrative candidates through a year-long programs, etc.) for the purpose of supporting skills, abilities and knowledge as outlined in the programs.
- Creates content for all professional learning (e.g. instructing and providing feedback, etc.) for the purpose of supporting candidate progress toward program completion requirements.
- Teaches evening courses face to face, develops curriculum, conducts monthly shadowing with reflection and feedback for the purpose of supporting the development of site leadership and aspiring leaders.
- Designs services credential online course content for administrative services credential programs (CASC-ACT II and PASC) (e.g. engage participants, address individual submissions, provide individual feedback and assessment, etc.) for the purpose of instructing, addressing identified training needs, using blended and online learning technologies and methodologies, and providing detailed, ongoing feedback to participants while assessing their progress toward meeting program standards.
- Develops and interprets evaluation results of program participants for the purpose of determining participant needs and implementing program changes in response to results.

- Reviews and utilizes individual and program feedback and evaluation data for the purpose of continuously improve the program.
- Designs and evaluates professional development for administrators and district leaders for the purpose of providing content, introducing and assessing current research, and administrators; developing the capacity of program participants.
- Provides coaching, training, support, and resources to PASC and CASC (ACT II) program participants and external personnel for the purpose of identifying issues, mentoring, developing skills, supporting staff, and serving as a county-wide representative.
- Establishes and maintains relationships with administrative mentors and fieldwork supervisors for the purpose of ensuring positive working relations, resolving issues, and providing accurate information and in a timely manner.
- Collaborates with internal and external personnel (e.g. other administrators, senior leadership, etc.) for the purpose of planning, developing, and implementing administrative credential program.
- Works as a collaborative member of the Teacher and Administrator Development team for the purpose of supporting Administrative Services Credential program.
- Facilitates and plans monthly meetings, orientations for new candidates, recruitment, and commencement, commendations, supports staff, and serve as point of contact.
- Maintains accurate digital and hard copy records of program participant eligibility and progress in the administrative services credential program in accordance with Commission on Teacher Credential program standards for administrative services credential for the purpose of ensuring regulations and standards for programs are met.
- Supports equity-centered schools and classrooms (e.g. promoting the elimination of the opportunity gap for students of color, English Language learners, students in low socio-economic environments, students with disabilities, etc.) for the purpose of ensuring equity in educational outcomes and providing county-wide access.
- Researches topics required for current research and practice related to program content (e.g. relevant policies, new federal and state statutes, credential requirements, etc.) for the purpose of developing and supporting programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects.
- Models professional standards for educational leadership (CPSEL) in communication and presentations with individuals and group participants for the purpose of serving as a role model and complying with federal and state laws.
- Responsibilities include: traveling to multiple sites, working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.
- Perform related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES:
KNOWLEDGE OF:

- Knowledge of public school systems, job functions, reporting structures and legal requirements for site administrators.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; principles of public and fund accounting and budgeting; elements of an effective administrator induction program; and California Professional Standards for Educational Leaders.

SKILLS AND ABILITY TO:

- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, learning management systems, including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.
- Ability to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment.
- Flexibility is to work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment.
- Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; developing and managing programs; training and supervising staff; interpreting and applying complex laws, rules and regulations; and facilitating groups

EDUCATION AND EXPERIENCE:

REQUIRED QUALIFICATIONS:

- Clear California Administrative Services Credential
- Experience as a site principal (2 years minimum)

EQUIVALENCY:

- Job related experience with increasing levels of responsibility is required.
- In absence of principal experience, a combination of site and district administrative experience equal or greater to 5 years.

LICENSES AND OTHER REQUIREMENTS:

- Valid Clear Administrative Services Credential
- Valid California Driver's license

WORKING CONDITIONS:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity.
- The work site is in a office setting and a mixture of online, computer and in person work.

ENVIRONMENT:

- The job is performed in a generally hazard free environment and in a clean atmosphere.

PHYSICAL DEMANDS:

- The job requires a combination of sitting, walking, and standing.