



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Coordinator IV, Mathematics **JD#6367**  
STEM, Workforce Development and Innovation  
Professional Learning and Support

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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**SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Professional Learning and Support, Division Director of STEM, Workforce Development and Innovation and the Director of STEM Programs, this position will provide expertise in the CA Content and Practice Standards for mathematics, including research-based mathematics practice recommendations from the CA Mathematics Framework. The Coordinator will work with managers within and support for districts and schools within San Joaquin County, the region, and the State. The Coordinator will also serve as a staff developer, and instructional coach.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree and a valid California Teaching Credential. Possess or be eligible for a California Administrative Credential and, if not already held, must apply for the credential upon hire.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in a related field. Possess a Master of Arts Degree. Three years of experience as a staff developer in the area of mathematics.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- current pedagogy and proven methods of increasing academic achievement among math learners and students with special needs in all educational settings

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program need
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and conducting meetings and trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Visit schools to compile and interpret data on their mathematics program. Interpret data results from CASSPP, ELPAC, parent, staff, and student surveys.
14. Recommend successful research-based mathematics instructional strategies and programs.
15. Monitor the implementation and effectiveness of the mathematics department goals.
16. Adhere to the California Mathematics Content Standards and Practice and the State Mathematics Framework.
17. Serve as a facilitator of lesson studies and other professional development.
18. Provide coaching services to teachers utilizing multiple strategies such as demonstrating, co-planning, co-teaching and engaging them in planning as well as reflective conversations to increase the effectiveness of their instruction.
19. Collaborate with other Educational Services Managers (such as CIS, Language & Literacy, science, and SELPA, etc.), school staff, and district staff to analyze data and create an improvement-plan for a district/school.  
Collaborate on grant opportunities.
20. Assist districts in the selection of mathematics texts and provide training where appropriate.
21. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.