



Job Description

POSITION TITLE:	Coordinator II, Civic Education and Ethnic Studies Language and Literacy Educational Services	#6285
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SALARY PLACEMENT:	Management Salary Schedule Range 12
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SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Director of Language and Literacy, this position will be responsible for the implementation of professional learning activities related to Civics and Ethnic Studies. This person will lead professional learning and provide technical support for implementing the State Seal of Civic Education and the Ethnic Studies graduation requirement. This position will provide research-based best practices for civics and ethnic studies instruction. This person will also support other professional learning activities sponsored by Education Services.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid Preliminary/Clear California General Education or Special Education Teaching Credential. Preference for those with academic, teaching, and lived experience related to ethnic studies and those with high school experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess a Master of Arts Degree, valid California Administrative Services Credential. Three years of experience and expertise in providing professional learning in civics and ethnic studies. Experience in providing support to school sites and/or districts. Bilingual/biliterate in a language in addition to English.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- assigned software
- Ethnic Studies Model Curriculum, State Seal of Civic Engagement, and relevant History-Social Science (HSS) Standards and Framework sections
- state and federal initiatives
- state assessments: CAASPP, etc.
- civics and ethnic studies pedagogy
- high school graduation and A-G requirements

Ability to:

- be flexible based on program needs
- create and follow policies and procedures
- operate a computer

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings/professional learning

- 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. Recommend successful research-based instructional strategies and programs for English learners.
14. Articulate the use of Ethnic Studies Model Curriculum, the State Seal for Civic Engagement, relevant HSS Standards and Framework sections, and any subsequent or associated documents and/or tools.
15. Assist districts in the selection of appropriate instructional materials and provide professional learning as appropriate.
16. Provide technical assistance to districts and schools as needed.
17. Participate in ongoing professional learning opportunities to develop expertise in the areas of education of English Learners, including coaching and demonstration lessons, co-teaching, and planning.
18. Participate in school and classroom observations of practices for English learners, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
19. Create and present curriculum related to Ethnic Studies and civic education
20. 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 will come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.