

JOB DESCRIPTION
August 2026

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PK-3 INTERN PROGRAM COACH/INSTRUCTOR

General Purpose:

Under the supervision of the Executive Director, Leadership and Learning Collaborative, the PK-3 Intern Program Coach/Instructor provides instruction, coaching and support aligned to California State Standards, Preliminary and Intern Program Standards and Teaching Performance Expectations.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Understand and align instruction and coaching with credential program goals, design and expected outcomes.
- Develop coursework and field-study projects, in collaboration with other faculty to meet teacher intern needs, course syllabus and outlines, aligned to course context, Teaching Performance Expectations (TPE's), California Standards for the Teaching Profession (CSTP), and Preliminary and Intern Program Standards.
- Teach assigned intern program courses by planning, preparing and presenting relevant lessons that address the needs of teacher interns, building upon support and assessment procedures and embedded fieldwork activities in a hybrid course structure, including online videoconference/recorded and face to face sessions.
- Compile, administer, and grade teacher intern assignments, fieldwork projects, quizzes and examinations and inform teacher interns of their progress.
- Provide coaching and reflective feedback to Intern candidates.
- Monitor timelines, procedures and reporting requirements of the Placer County Office of Education and CTC, including grade reports and deadlines, attendance record reports, withdrawal deadlines, and data collection.
- Utilize a variety of effective instructional and coaching strategies, including providing professional resources and informal and formal observations, in order to engage and support interns in their development of teaching practices.
- Maintain confidentiality in all professional relationships, participation in professional job-related organizations, professional competencies in areas of responsibility.
- Plan, prepare, organize and schedule ongoing classroom visits and formal observations.
- Inform interns of their progress by providing feedback and reflective dialogs assigned to classroom practices and fieldwork projects.
- Support veteran teachers in their practice through coaching and/or facilitation of Professional Learning Communities.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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Education:

- Master's Degree Preferred
- Regionally accredited Bachelor's degree in one of the following areas preferred:
 - Child Development
 - Child and Adolescent Development
 - Human Development
 - Early Childhood Education
 - Child and Family Studies
 - Early Childhood Studies
 - Human Development and Family Science
 - Family Science
 - Child, Adolescent, and Family Studies
- Regionally accredited Bachelor's degree AND 24 semester units in early childhood education and/or child development preferred

Experience:

- At least three years of teaching experience within the credential area
- Expertise and experience in areas related to teaching and coaching adult learners

Knowledge, Skills and Abilities:

- California Standards for the Teaching Profession (CSTP), Commission Preconditions & Standards for Intern Programs, Continuum of Teaching Practice, and Education Specialist Program Standards.
- State Accountability Systems
- California Content Standards and K-12 Frameworks
- Principles, practices, methods and strategies applicable to asset-based instruction, general curriculum, adult learning, and learning activities
- Effective strategies for supporting Multilingual Students
- Developmentally appropriate practices
- Students with disabilities, assessment practices, instructional strategies, IEP development, progress monitoring and state requirements for special education teachers
- Effective teaching, mentoring, coaching and learning focused supervision strategies
- Ability to learn and utilize integrated technologies, including, but not limited to Video Conferencing, Canvas, LMS, Google Docs, PowerPoint, Keynote, learning applications for intern teachers
- Innovation Skills, including creativity, communication, collaboration, and critical thinking and the importance of integration with next generation students
- Diverse learning styles and cultural influences in learning
- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility

Required Testing:

- None

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Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: a valid California Clear PK-3 Early Childhood Education Specialist Instruction or a valid California Clear Multiple Subject

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, intern teacher candidates, representatives or other agencies, and the community.
- Flexible work schedule, including evenings and/or Saturdays

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience



Reviewed and Approved:

Supervisor: 

Date: 8/12/26

Human Resources: 

Date: 8/10/26