

## JOB DESCRIPTION

January 2024

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

### **COORDINATOR, DIFFERENTIATED ASSISTANCE**

#### **General Purpose:**

A Coordinator, Differentiated Assistance, is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Coordinator, Differentiated Assistance provides leadership and assistance to schools and districts in Placer County in the areas of continuous improvement through assessment, state and federal programs, program monitoring, and accountability. The Coordinator, Differentiated Assistance supports the differentiated assistance through continuous improvement process for districts and charter schools. This is a certificated management position.

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

- Assists in providing differentiated assistance and support to improve student outcomes by focusing on research and evidence-based instructional programs, student assessment results and instructional strategies.
- Assists in the development and implementation of an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions, and supports to meet identified school and district needs.
- Coordinates services through a Multi-Tiered System of Support (MTSS) approach to support schools and districts.
- Coordinates and delivers professional development on continuous improvement to support the improvement efforts at sites, charter schools, and districts.
- Supports districts in building capacity and sustaining improvement in student outcomes.
- Collaborates with outside agencies to develop systems of support and assistance.
- Collaborates with internal and external personnel for the purpose of implementing services and supports related to continuous improvement as aligned to the LEA's or charter's LCAP priorities.
- Develops and maintains collaborative relationships with colleagues at state, regional, and local agencies.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, Local Education Agencies, and educational partner groups.
- Facilitates meeting and group processes for various educational audiences.

#### **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 and Reform and Control Act.

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### **Education:**

- A Bachelor's degree in a job-related area is required.
- A Master's degree in education or related field is preferred.

### **Experience:**

- Experience developing and providing professional development.
- Experience in facilitating site or district improvement initiatives preferred.
- Experience as a site, charter, district or county office administration is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change processes.
- Knowledge of implementation and improvement science.
- Knowledge of strategic planning processes and implementation.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of state and federal programs and accountability systems.
- Thorough working knowledge of effective professional development practices, program design and implementation, effective instructional strategies/techniques.
- Knowledge of federal and state legislation, codes and regulations concerning accountability.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply, and explain statewide data.
- Ability to meet expectations identified in management evaluation.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

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## Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Travel within Placer County and surrounding counties is required.

## Physical Requirements:

- The usual and customary methods of performing the job's functions require 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: Management**

**Salary Grade: Level 9**

Reviewed and Approved:

**Superintendent:**

Approved: Hayley Starkling Date: 1/16/24  
Colleen Slattery 1/12/2024

Human Resources: \_\_\_\_\_ Date: 1/12/2024