

JOB DESCRIPTION

April 2024

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

COORDINATOR, LEADERSHIP AND LEARNING COLLABORATIVE EDUCATION SPECIALIST PROGRAMS

General Purpose:

The Coordinator, Leadership and Learning Collaborative (LLC) – Education Specialist Programs is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. The Coordinator, LLC – Education Specialist Programs provides leadership to Placer County Office of Education (PCOE) Leadership and Learning Collaborative including credential and educator preparation programs for both general and special educators. This is a certificated management position.

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

- Provides coordination, assistance and support for programs within the Leadership and Learning Collaborative, including but not limited to, intern credential programs, preliminary credential programs, and induction programs for both general and special educators.
- Researches, develops and writes educator preparation programs for submission to Commission on Teacher Credentialing (CTC).
- Consults with Local Educational Agencies (LEAs) throughout the region to determine current and anticipated needs for teacher and administrator credentialing and support.
- Provides program data analysis for the purpose of continuous improvement and accreditation.
- Involves program faculty, district leadership, candidates and other relevant partners in the organization, coordination and decision making for educator preparation programs.
- Implements a continuous improvement process for educator preparation programs that identifies program areas of strength and areas for growth and makes appropriate program modifications based on those findings.
- Recruits, hires and retains program faculty and coaches.
- Collaborates with Institutions of Higher Education to implement educator preparation programs.
- Develops and implements planned sequences of coursework and job-embedded experiences to support educator preparation programs.
- Markets and promotes LLC programs regionally and statewide.
- Monitors the credential recommendation process and ensures that candidates recommended for credentials have met all requirements.
- Supervises and trains program coaches and faculty and provides performance feedback.
- Designs professional learning activities for candidates, coaches and faculty in PCOE LLC programs.

COORDINATOR, LEADERSHIP AND LEARNING COLLABORATIVE-EDUCATION SPECIALIST PROGRAMS/PAGE 2

- Supervises and evaluates assigned staff and ensures individual and program performance goals are met.
- Prepares a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.
- Provides professional development, technical assistance and support for the PCOE LLC.
- Coordinates and manages assigned LLC programs and ensures compliance with state and federal guidelines.
- Collaborates with PCOE and district credential analysts and personnel staff.

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.

Education:

- A Master's degree in education, social work, psychology, counseling or related field is preferred.

Experience:

- Experience as a site, district or county office administrator is required.
- Experience mentoring or coaching teachers.
- Experience working as part of a collaborative instructional team is required.
- History of successful leadership.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change process.
- Knowledge of adult learning theory and ability to apply it to professional learning and program development.
- Knowledge of effective coaching practices and ability to facilitate cycles of inquiry.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of California credentialing systems, processes and performance assessments.
- Knowledge and experience with the California Commission on Teacher Credentialing accreditation system and Board of Institutional Review.
- Knowledge and experience with Special Education programs, policies and practices.

COORDINATOR, LEADERSHIP AND LEARNING COLLABORATIVE-EDUCATION SPECIALIST PROGRAMS/PAGE 3

- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, effective instructional strategies/techniques.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.

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 Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess a valid California Education Specialist teaching credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

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

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.

**COORDINATOR, LEADERSHIP AND LEARNING COLLABORATIVE-EDUCATION
SPECIALIST PROGRAMS/PAGE 4**

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 8

Reviewed and Approved:

Superintendent:

Human Resources:

Date: 4/17/24

Date: 4/15/2024