

## **Tulare County Office of Education JOB DESCRIPTION**

**JOB TITLE: *CHARACTER COUNTS! Coordinator (1229)***

### **Job Summary:**

Coordinates the implementation of the CHARACTER COUNTS! Program on a county-wide basis. Assists cities, school districts, communities, businesses, youth organizations, etc. with implementation of the CHARACTER COUNTS! program. Serves as a resource, coordinates county-wide CHARACTER COUNTS! events, trains and develops training teams to assist in implementing the CHARACTER COUNTS! Program, disseminates information on CHARACTER COUNTS!, acts as a liaison between the County and national CHARACTER COUNTS! Coalition and the Michael Josephson Institute of Ethics.

### **Essential Job Functions:**

- ▶ Assists cities, school districts, communities, businesses, youth organizations, etc. to implement the CHARACTER COUNTS! Program
- ▶ Serves as a resource promoting the CHARACTER COUNTS! Program to county schools, communities and individuals
- ▶ Remains current with changes and additions to CHARACTER COUNTS! training curriculum.
- ▶ Interacts with print and electronic media at the direction of the Tulare County Superintendent of Schools.
- ▶ Coordinates county-wide CHARACTER COUNTS! events assisting in the implementation of the CHARACTER COUNTS! Program
- ▶ Disseminates information about the CHARACTER COUNTS! Program to promote the program within the county
- ▶ Acts as a liaison between the county and national CHARACTER COUNTS! Coalition and the Michael Josephson Institute to implement and promote the CHARACTER COUNTS! Program
- ▶ Transports self to schools and agencies within Tulare County to promote and coordinate the CHARACTER COUNTS! program.

### **Essential Job Requirements - Qualifications:**

- ▶ Experience Required:
  - Experience with Ethics and CHARACTER COUNTS! Development.

### **Skills, Knowledge and/or Abilities Required:**

- ▶ Skills to:
  - communicate well
  - train adults
  - organize county-wide events
- ▶ Knowledge of:
  - CHARACTER COUNTS! Program
- ▶ Ability to:
  - organize and collaborate with individuals, organizations, and agencies

### **Training Required:**

- ▶ Trained as a trainer by the Michael Josephson Institute of Ethics (must be a graduate).

### **Education Required:**

- ▶ Bachelor of Arts Degree

### **Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Certificated Teaching Credential.
- ▶ Valid California Driver's License and proof of automobile insurance

### **Other Specialized Requirements:**

- ▶ Classroom teaching experience.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.