

**Job Summary:**

The job of Leadership Coordinator/ELL Content Specialist was established for the purpose/s of recruiting, assisting in the coordination of, supporting the admissions, providing support in the areas of curriculum and instruction, delivering professional development services, providing formative assessments for teachers, and participating in other special projects related to the support and development of novice teachers/administrators for the Administrative Services Credential Program. He/she will provide administrative support where appropriate including, but not limited to, record keeping, report writing, teaching and building community relations under the direction of the administrator of the New Teacher Development Program.

**Essential Functions:**

- ▶ Analyzes transcripts for the purpose of determining participant eligibility and requirements.
- ▶ Assists the administrator with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- ▶ Assists the administrator with the budget monitoring for the purpose of managing and analyzing budget records for state and federal grants administered by the office.
- ▶ Assists the administrator with the development and implementation of all components of the state requirements of the Standards of Quality and Effectiveness for the Administrative Services Credential Program for the purpose of credentialing for school leaders and administrators.
- ▶ Assists the administrator with writing grants for the purpose of securing funding for educational program improvement and innovation.
- ▶ Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- ▶ Collaborates with programs, IHE's, school districts and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- ▶ Communicates with participating districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- ▶ Communicates with participating students, school administrators and district personnel for the purpose of clarifying credentialing and support requirements.
- ▶ Conducts presentations to interested candidates for the purpose of attracting teacher leader and administrator candidates into the program.
- ▶ Designs/Delivers diverse professional development for the purpose of training participants, advancing understanding and implementation of standards, curriculum guidelines, frameworks and assessments.
- ▶ Leads the Intern and Administrative Services Credential programs in the area of serving English Language Learners (ELL) for the purpose of delivering quality preparation for program participants.
- ▶ Maintains accurate records and reports for the purpose of ensuring that participants complete credential requirements, and ensuring that the program meets the requirements of state program standards.
- ▶ Produces program materials for the purpose of providing participants with the necessary information and/or resources for program completion.
- ▶ Recruits teacher leader and administrator candidates for the purpose of providing a qualified pool of candidates.
- ▶ Supervises/Evaluates/Supports program staff and participant involvement for the purpose of maintaining effective program management and adhering to agency employment policies.
- ▶ Teaches evening classes for the purpose of providing course work leading to a Preliminary Teaching Credential and Administrative Services Credential.

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

- ▶ **Skills to:**
  - operate a computer;
  - utilize a variety of applicable software including a web browser;
- ▶ **Knowledge of:**
  - CA Standards for the Teaching Profession;
  - CA Professional Standards for Educational Leaders;
  - Standards of Quality and Effectiveness for Professional Teacher Leadership Programs;
  - learning theory, curriculum instruction, and assessment;
  - current successful instructional strategies and techniques for delivering instruction to all students including English language learners;
  - effective professional development models and strategies;
  - how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
  - evaluation methodology;
  - personnel practices;
  - methods, practices, resources, and techniques applicable to training teacher leaders;
  - practices and group process techniques;
- ▶ **Ability to:**
  - use time and resources, effectively, to accomplish project objectives;
  - assist with maintaining a professional support program that enables participants to acquire skills and knowledge contained in the CA Standards for the Teaching Profession and meet CA intern standards, as well as the CA Professional Standards for Educational Leaders;
  - organize and conduct staff development activities;
  - assist site administrators in the selection and monitoring of experienced practicum supervisors to ensure quality and consistency in the support and assessment of program participants for the Intern and Administrative Services Credential Projects;
  - assist in conducting periodic program evaluation;
  - develop, coordinate, promote and evaluate curriculum and educational programs;
  - interpret and apply policies, rules and procedures;
  - prepare and maintain accurate and complete records and reports;
  - support applicable codes, laws, and regulations related to IMPACT Intern Program and Administrative Services Credential Program;
  - provide leadership in the use of technology in assigned curriculum areas;
  - maintain liaisons with, and participate in, San Joaquin COE IMPACT Intern and Administrative Services Programs;
  - work cooperatively with a variety of groups and agencies to broker and network;
  - communicate effectively, verbally, and in writing;
  - travel frequently within the region, state-wide, and out-of-state;
  - work a flexible schedule including evenings and weekends.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.
- ▶ A minimum of three years of experience as a school administrator is required.
- ▶ A minimum of three years of experience in the development of EL curriculum is preferred.

**Education Required:**

- ▶ Masters degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid California Teaching Credential.
- ▶ Valid California Administrative or Supervisory Credential.

**Other Requirements:**

- ▶ Bilingual (English/Spanish) preferred.

**FLSA Status:** Exempt

**May 2012**

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.