

JOB DESCRIPTION**Job Title: *Facilitator, Character Education (9854)*****Job Summary:**

Under the direct supervision of the Character Counts! Coordinator, Character Education Facilitator will have the responsibility to manage character education training and implementation activities; provide technical assistance, and consultant services; serve as a liaison with the school site staff, the TCOE Character Counts! Department and community agencies; and provide highly responsible and complex staff assistance to the Character Counts! Department.

Essential Functions:

- Recommend and assist in the implementation of the Character Counts! Program goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
- Assist cities, school districts, communities, businesses, youth organizations, etc. to implement the Character Counts! Framework.
- Coordinate and network with community agency representatives.
- Participate in and lead countywide Character Counts! Campaigns.
- Coordinate and assist with countywide and/or regional program meetings with district and site representatives.
- Exercises in direct supervision over program support staff.
- Develop and effectively deliver presentations, conduct workshops and training materials to small & large groups.
- Serve as a resource to parents and district, school site, TCOE, and community agency staff related to Character Counts! resources.
- Provide in-services and staff development for school personnel.
- Facilitate and participate in county committees representing character education development and implementation.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for instructional programs and activities; prepare statistical reports as required.
- Perform related duties similar to the above in scope and function as required.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Work with students in grades K-12 and in alternative school settings;
 - Plan, implement, and coordinate activities and procedures designed to ensure the successful completion of projects;
 - Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas;
 - Compile, analyze, interpret, and report research findings;
 - Establish and maintain effective working relationships with various constituencies;
 - Understand, interpret, and explain laws, codes, contracts, policies, and procedures;
 - Develop and present training materials;
 - Prepare clear and concise correspondence, reports, and other written materials;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 - Make independent decisions; protect confidentiality of student information and records.
- **Knowledge of:**
 - Character Counts! Training Guides and Implementation Resources;
 - Service learning educational programs;
 - Recent research findings and trends relating to character education programs, including research and data on youth behaviors;
 - Character Counts! Parent training resources;
 - California Education Code, California Administrative Code, and the policies, rules, and regulations of the Tulare County Department of Education;
 - Procedures, methods, and techniques of project and workflow organization;
 - Instructional, behavior management, and facilitation strategies;
 - Community-based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations sector;
 - Software and internet tools necessary to promote communication and learning.

- **Ability to:**
 - Be self-directed;
 - Work well with others;
 - Work flexible hours;
 - Organize and use time effectively;
 - Organize and conduct large group recreational activities;
 - Keep accurate records;
 - Communicate effectively both orally and in writing;
 - Lift and carry 25 pounds.

- **Experience/Education Required:**
 - Bilingual is desirable;
 - A Bachelor's Degree from an accredited college or university with major course work in prevention, health education, or a related field plus 2 years of experience as a facilitator and trainer of the Character Counts! Program in an educational & community settings to small or large groups OR an Associate's Degree plus 4 years of experience as an Education Specialist related to character education;
 - Experience with Ethics and Character Counts! Program.

- **Licenses, Certificates, Clearances, Bonding and/or Testing:**
 - Valid California Driver's License and proof of automobile insurance;
 - Department of Justice and FBI Fingerprint Response;
 - Obtain & maintain first aid & CPR certificate.

FLSA: Non Exempt

February 2020

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.