

Job Summary:

The job of Coordinator was established for the purpose/s of assisting the administrator and/or program manager(s) by providing professional development, as well as coaching and support to CHOICES staff who work with students, parents, teachers and administrators. He/she shall deliver professional development activities in order to improve teaching and learning. The Coordinator will also coordinate and provide various presentations and trainings to students, parents, teachers and administrators on various topics within prevention.

Essential Functions:

- Demonstrated deep knowledge of the relevant content areas and skillful application of research-based strategies to provide access to content for students at risk;
- Demonstrated knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s);
- Demonstrated skill in analyzing and using data for instructional decision-making; especially differentiated instruction for students at risk;
- Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development;
- Ability to design (individually or in collaboration with others) high quality professional development for staff;
- Knowledge and skills to implement research based curriculum;
- Performs other duties as assigned for the purpose of assisting the administrator and/or program manager(s).

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - appropriately manage personnel and programs;
 - communicate effectively;
 - problem-solve;
 - establish effective working relationships;
 - evaluate student academic performance.
- **Knowledge of:**
 - Education Codes regarding suspension/expulsion;
 - effective instructional strategies for high-risk youth;
 - budgeting practices;
 - instructional programs grades K-12;
 - conflict resolution and problem-solving strategies;
 - curriculum development and lesson planning;
 - teaching and learning methodologies.
- **Ability to:**
 - make independent judgements;
 - keep and maintain accurate records;
 - communicate with individuals of various cultural and educational backgrounds;
 - utilize effective interpersonal skills;
 - communicate in oral and written form;
 - organize and manage various tasks and activities;
 - establish and maintain cooperative relationships with students, parents, and school personnel.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to 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 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Five years of teaching experience;
- Knowledge and experience in working with a diverse student population;
- Prior job-related experience with increasing levels of responsibility at the school level.

Education Required:

- Bachelor's degree in job-related area required;
- Valid California Teaching credential required;
- Administrative experience preferred;
- Master's degree preferred.

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

- Valid California driver's license and proof of automobile insurance;
- Valid California Teaching Credential required;
- Valid California Administrative Services Credential required;
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

July 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.