

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – COMMUNITY SCHOOLS

BASIC FUNCTION:

A community school is a “whole-child” school improvement strategy where the local educational agency

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in assigned program

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

K- 12 curriculum and public school environments;
Social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction;
Pedagogical content and specific content of assigned instructional area;
Researching, synthesizing, writing and marketing training programs for assigned instructional area;
Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;
Collecting and assembling data and navigating assigned software systems;
Budget preparation and control;
Technical aspects of field of specialty;
Oral and written communication skills;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/ school/ curriculum needs for curriculum reform and school development planning;
Provide technical, specialized, consultative, advisory and planning services in assigned instructional area;
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;
Serve as a resource to program representatives and the SCCOE;
Conduct special studies and in- services;
Coordinate large professional development institutes and conferences;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;

