



## Job Description

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| <b>POSITION TITLE:</b>   | <b>Coordinator IV, Charter School Support<br/>Continuous Improvement and Support<br/>Educational Services</b> | <b>#6276</b> |
| <b>SALARY PLACEMENT:</b> | <b>Range 14<br/>Management Salary Schedule</b>  |              |

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services, the Coordinator IV for Charter School Support in the Continuous Improvement and Support department will engage LEA leadership teams in professional learning activities designed to increase their knowledge in the latest research-based LEA school improvement strategies, as well as provide strategic coaching on related state initiatives. This position will support LEAs, including charter schools in differentiated assistance to improve student achievement and coordinate technical assistance and training to help increase student outcomes through an MTSS framework, assist LEAs to become better users of data to target evidence-based intervention programs and improvement strategies more efficiently and assist LEAs to develop their leadership teams to support high priority schools. Supports districts in building capacity and sustaining improvement in student outcomes. Coordinates and delivers professional development on state priorities, analyzing data, LCAP development and continuous improvement to support the implementation of district and charter school LCAPs.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's degree, a valid California Teaching Credential, and possess or be eligible for an Administrative Services Credential.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of classroom teaching experience and three years of Charter school site or district office educational administration experience. Expertise in the Multi-tiered System of Supports framework and the California Systems of Support. Experience in designing, facilitating, and coordinating professional learning opportunities for a variety of audiences to address the needs of districts in continuous improvement. Expertise in providing staff development activities designed to increase knowledge in the latest research-based district/school improvement strategies and resources. Previous experience in increasing proficiency and student achievement.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- California Systems of Improvement and Accountability
- assigned software
- program evaluation and data collection
- evidenced-based interventions
- Local Control Funding Formula (LCFF) components, the Every Student Succeeds Act (ESSA) and the statewide system of support
- charter school policies and regulations

Ability to:

- support equity inclusion in all LEA technical supports
- operate a computer
- be flexible based on program needs
- create and follow procedures and policies
- remain current on research-based, effective instructional practices
- communicate effectively with colleagues

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a deep understanding of MTSS to support systemic change and continuous improvement for educational outcomes and equitable outcomes for all students
- valid Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, and/or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide strategic coaching for LEA leadership teams on local and state initiatives.
14. Assist school administrators and staff with disaggregation of data.
15. Serve as a resource to LEAs in MTSS.
16. Manage multiple internal partnerships within San Joaquin County Office of Education and external partnerships throughout the county, region, and state.
17. Supports and monitors the Local Control Accountability Plan (LCAP) approval process for LEAs.
18. Be a member of the countywide Charter School Review Team.
19. All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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