

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, EDUCATOR SUPPORT AND EFFECTIVENESS

BASIC FUNCTION:

Under the direction of the Executive Director, Educator Support and Effectiveness, plan, organize, and coordinate the implementation of Credential Programs; Adult Education, Career and Technical Education and Special Subjects in addition to supporting Teacher Induction/Clear Credential programs and other special projects; leading to certification and/or compliance for certificated employees; provide a variety of professional-level consultation to County Offices of Education, districts, administrators, education specialists, and other certificated personnel to assist in planning, implementing, and evaluating programs leading to certification and/or compliance; monitor and evaluate such programs to assure the delivery of quality services; assure compliance with program objective, goals, and applicable laws and regulations; promote awareness of needs met by program elements; visit sites to observe, evaluate, and provide training related to the assigned programs; provide technical support and assistance to County Office staff and local districts; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, and coordinate programs, practices and procedures related to planning, implementation, and evaluation of programs for the development of prospective teachers and administrators to ensure that the teacher supply will meet the demand for new teachers, especially in hard-to-staff subject positions, e.g., Preliminary and Designated Subjects Credential and Clear Teaching Credential Programs;

Provide a variety of professional-level consultations to County Office of Education, districts, administrators, specialists, and university faculty to assist in planning, implementing, and evaluating accreditation and assignment of teachers and services;

Serve as a technical advisor, resource and/or liaison between VCOE and local school districts; universities; and other organizations in personnel matters dealing with the interpretation of operating policies, rules and procedures for certificated employees, e.g., Preliminary and Designated Subjects Credential and Clear Teaching Credential Programs;

Assist in the evaluation of participant completion of personnel development programs leading to certification and/or compliance for certificated and classified employees, e.g., Preliminary and Designated Subjects Credential and Clear Teaching Credential Programs;

Coordinate and monitor the preparation and maintenance of a variety of technical and complex records and reports related to evaluation activities and functions; and coordinate and monitor the distribution of materials to interested audiences including county, district and state offices as appropriate;

Coordinate with staff to develop a researched based course format to provide candidates and mentors with seamless and user-friendly online learning;

Coordinate administrative practices for tracking credential teachers and instructors. Provide assessment of the online program and goals, develop reports, and disseminate outcome information;

Support staff members in best practices in teaching traditional face-to-face, online, hybrid, web-enhanced, video conference, and direct instruction courses;

Collect, compile, compose and prepare evaluation data to monitor and evaluate programs assuring the consistent delivery of services and compliance with the State and Federal regulations, policies, and timelines;

Provide public information about Educator Support and Effectiveness including all programs and resources to assure fully credentialed teachers for the students of Ventura County by developing written materials, phone and personal consultation, and public speaking in community locations;

Communicate with administrators and school district personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information;

Write and maintain records, files, and reports related to assigned programs, services, training, and other duties;

Develop and disseminate resource materials including relevant literature, handbooks, calendars, newsletters and brochures, and other communications to inform educators of Ventura County Consortium Educator Support and Effectiveness;

Operate an automobile to drive to various County sites to conduct work; operate a variety of office equipment, including computer; knowledge of videos, books, curricula, and other program and support materials;

Provide direction to program, instructional, and clerical personnel as assigned; assist with interviewing and selection of staff;

Train, prioritize and assign work, and supervise assigned staff; evaluate the performance of assigned staff; assist in the assurance compliance with personnel policies;

Assist in overall program evaluation;

Evaluate the performance of subordinate personnel and

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and procedures, goals and objectives, and organizational structures and functions;
Federal and State laws and regulations regarding certification and compliance for certificated employees;
Personnel development programs leading to certification and/or compliance, e.g., California Commission on Teacher Credentialing Credential Program including Preliminary and Clear Teaching Credential Programs (General Ed / SPED and/ Designated Subjects);
Experience with online learning and learning management systems;
Teaching strategies, including traditional face-to-face, online, hybrid, web-enhanced, video conference, and direct instruction;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Basic computation and statistical techniques and methods appropriate for the analysis and reporting of personnel data; and
Record keeping techniques.

ABILITY TO:

Provide a variety of professional-level consultation services in planning, implementing, and evaluating personnel development programs;
Plan, design, organize and coordinate personnel development programs and time lines;
Monitor personnel development programs to assure the consistent delivery of services;
Train, utilize, observe, supervise and evaluate subordinate personnel effectively;
Maintain records and prepare proposals and reports;
Communicate information with stakeholders of personnel development programs in a coherent and compelling fashion;
Conduct and facilitate group sessions;
Prepare and deliver oral presentations;
Plan, organize, prioritize, and manage time for self and others;
Train and provide work direction to others;
Operate a computer terminal;
Establish and maintain cooperative and effective working relationships with others;
Cope with high volume work and multiple tasks; and
Travel to other sites/locations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in Education and five years teaching experience with programmatic experience working with students, teachers, technology and special projects.

LICENSES AND OTHER REQUIREMENTS:

Valid teaching credential and Administrative Services Credential preferred, valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside and outside environmental conditions; subject to driving to County sites to

conduct work, including visits to classrooms and program sites; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;

Hearing and speaking to exchange information and to conduct presentations; and

Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:

Exposure to community members, students, parents, and personnel who may become hostile, disorderly, or exhibit physically aggressive behavior.