

JOB DESCRIPTION

January 2023

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

COORDINATOR, COMMUNITY SCHOOLS AND ACADEMIC DEVELOPMENT SUPPORTS

General Purpose:

A Coordinator, Community Schools and Academic Development Supports is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, Community Schools and Academic Development Supports provides coordination, assistance, and support to schools and districts in Placer County and the region in building effective educational programs and achieving equitable outcomes for youth. The Coordinator collaborates, coordinates, and facilitates the development of Community Schools in Local Educational Agencies (LEAs) and school sites using the Multi-Tiered System of Support (MTSS) framework through integration of site, district, and grant resources to recognize and respond to systemic issues, and ensure that each child receives what they need to develop to their full academic and social potential. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Coordinates and provides regional professional learning and technical assistance to support transformative community schooling.
- Provides assistance to LEAs in applying, developing, implementing, and assessing the effectiveness of community schools.
- Provides support to California Community Schools Partnership Program grantees to meet expected outcomes and grant deliverables.
- Works in partnership with district and site leadership teams, governance, community, families, community-based organizations and agencies to assess assets and needs, ensure efficient coordination of student and family support services.
- Supports quality implementation of MTSS and instruction and learning acceleration strategies.
- Creates learning environments that eliminate barriers to improve student achievement, wellness, and success.
- Engages and supports district and school administrators, including administration, school counselors, teachers, students, parents, community liaisons and community partners to create, strengthen, and maintain a shared leadership system for transitioning sites to a Community School Model.
- Engages and supports each LEA to implement a continuous quality improvement plan through monitoring of services and use of multiple-measures data to assess program quality and progress.
- Engages and supports each LEA to evaluate and expand extended learning, learning acceleration, enrichment and parent/family programs and services that align to the strengths, interests and needs of all children and families, including before/after school, evening, weekend and intersession opportunities.
- Ensures that each program provides high-quality enrichment, aligned to the interests of the students and that academic acceleration and intervention yields measurable outcomes.

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- Engages and supports each Community School to evaluate, expand, and implement high-leverage, developmentally-appropriate programs and services including early childhood (P-3), college/career pathways and internships, and personalized, relevant learning.
- Assists in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the effectiveness of assigned activities and personnel related to community schools.
- Collaborates with the County Office of Education and LEA leaders to connect and support Community Schools to programs and services.
- Ensures compliance with District, State, Federal and County office regulations, policies and procedures.
- Assists in providing differentiated assistance and support to improve student outcomes by focusing on research and evidence-based practices.
- Assists in the development and implementation of an integrated, coordinated, and coherent system of resources, technical assistance, interventions, and supports to meet identified school and district needs.
- Evaluates assigned personnel.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.

Education:

- A Bachelor's degree in a job-related area is required.
- A Master's degree in education or related field is preferred.

Experience:

- Experience developing and providing professional development.
- Experience in facilitating site or district improvement initiatives preferred.
- Experience as a site, district or county office administration is preferred.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change processes.
- Knowledge of strategic planning processes and implementation.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of Multi-Tiered System of Support (MTSS) framework.
- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, effective instructional strategies/techniques.
- Skills and ability to analyze data, evaluate program needs, and plan, organize and implement goals.

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- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Ability to meet expectations identified in management evaluation.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess one of the following: A valid California teaching credential based upon a bachelor's degree and student teacher or a valid California services credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.
- Travel within Placer County and surrounding counties is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.


FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 9

Reviewed and Approved:

Superintendent:

A large, stylized handwritten signature in blue ink, likely belonging to the Superintendent, written over a horizontal line.

Date:

1/30/23

Human Resources:

A smaller handwritten signature in blue ink, likely belonging to the Human Resources representative, written over a horizontal line.

Date:

1/26/2023