

JOB DESCRIPTION

March 2021

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR, CONTINUOUS IMPROVEMENT AND SUPPORT

General Purpose:

A Coordinator, Continuous Improvement and Support is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Coordinator, Continuous Improvement and Support provides leadership and assistance to schools and districts in Placer County in the areas of continuous improvement through assessment, state and federal programs, program monitoring and accountability. The Coordinator, Continuous Improvement and Support supports and monitors the Placer County Office of Education (PCOE) Local Control Accountability Plan (LCAP) approval process for districts and charter schools. This is a certificated management position.

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

- Assists in providing differentiated direction, assistance and support to improve student outcomes by focusing on research and evidence-based instructional programs, student assessment results and instructional strategies.
- Assists in the development and implementation of an integrated, coordinated and coherent system of resources, differentiated assistance, interventions and supports to meet identified school and district needs.
- Coordinates services through a Multi-Tiered System of Support (MTSS) approach to support schools and districts.
- Coordinates programs, services and assistance to support the development of high quality LCAPs across the county.
- 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.
- Supports districts in building capacity and sustaining improvement in student outcomes.
- Reviews and provides feedback for Placer County districts and charter schools' LCAPs.
- Provides assessment data analysis for PCOE programs and Placer County districts.
- Designs and implements professional development activities for educators from Placer County districts and surrounding counties in the use of assessment, including the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC).
- Assists Placer County districts regarding all state and federal programs.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, Local Education Agencies and stakeholder groups.
- Facilitates meeting and group processes for various educational audiences.

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 implementation and improvement science.
- 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 state and federal programs, assessment and accountability systems.
- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, effective instructional strategies/techniques.
- Knowledge of federal and state legislation, codes and regulations concerning accountability.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply and explain assessment data.
- 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 one of the following: clear California teaching credential based upon a bachelor's degree and student teaching, clear Pupil Personnel Services credential, clear Speech Language Pathology credential.
- Must possess a California Administrative Services Credential.

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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


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

FLSA Status: Exempt

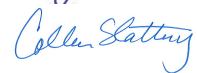
Employee Group: Management

Salary Grade: Level 9

Reviewed and Approved:

Superintendent: 

Date: 3/15/2021

Human Resources: 

Date: 3/15/2021