

**BRIEF DESCRIPTION OF POSITION:**

The Coordinator of Instructional Staff Support, under the supervision of a designated district administrator, plans, organizes and implements district-wide professional development programs for certificated and classified personnel to support the integration of the Common Core State Standards for academic success of all students. Assists Principals, Associate Principals, Learning Design Coaches and district administrators in determining professional development needs based on district and site goals. Coordinates programs with district leadership team for certificated staff to support the Professional Learning Communities (PLC) by infusing 21<sup>st</sup> Century Learning technology tools into the teaching and learning process.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes, and implements district-wide staff development programs for certificated and classified personnel. E
2. Develops and implements an annual needs assessment to identify specific professional growth training needs of the district's certificated and classified personnel. E
3. Plans and coordinates state and district mandated training for administrative staff. E
4. Assists in planning and developing training outlines in collaboration with other divisions. E
5. Plans and coordinates the participation in training programs of certificated personnel to effectively utilize the Student Information System, Learning Management System, and Student Data Director as a requirement for accountability and other reporting systems, and maintains related records. E
6. Plans and coordinates the New Teacher Orientation. E
7. Supports counselors and College and Career Technicians in the use of district's web-based college and career exploration planning system. E
8. Supports district staff and sites with training on district website and social media tools for effective communication within the school and community. E
9. Serves as district's BTSA coordinator, maintains communication with VCOE, assigns teacher support provider to beginning teacher, maintains pertinent records, and monitors budget. E
10. Develops the protocol and facilitates the implementation of Professional Learning Community's at the district and site level. E
11. Maintains district's professional development, conference room assignments, and meeting calendar. E
12. Monitors and makes recommendations to the Executive Cabinet regarding conference requests. E
13. Works in collaboration with the Director of Information Technology to ensure smooth implementation of all technology and Electronic Learning Resources. E
14. Collaborates with the Library Media staff to ensure that textbooks are maintained on a database system and Electronic Learning Resource systems are functioning and fully integrated into the Learning Management System. E
15. Provides to the Executive Cabinet an annual evaluation report regarding yearly staff development activities. E
16. Assist site personnel with coordinating site based professional development. E
17. Performs other tasks and assumes responsibilities as may be assigned by proper authority. E

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Knowledge of District organization and professional development programs.
- Ability to plan, organize, prioritize, and manage time for self and others.
- Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
- Leadership skills in facilitating processes such as consensus building and conflict resolution.
- Knowledge and experience in implementing Instructional Technology in the classroom.
- Knowledge and experience in using social media tools to enhance communication, teaching, and learning.
- Ability and experience in providing technology staff development to both classified and certificated staff.
- Knowledge of effective administrative and managerial practices and ability to implement them.
- Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups.
- Ability to communicate effectively with supervisors, co-workers, community representatives, and District personnel, both individually and as a group.
- Ability to compose and comprehend written communication.
- Ability to observe, supervise, and support staff effectively.
- Mobility to travel to other sites/locations.
- Ability to cope with high volume work and multiple tasks.

**REQUIREMENTS**

- WORK YEAR:** Certificated Management Work Year
- CREDENTIAL:** One of the following California credentials or combination of credentials authorizing 7-12 service must be in force and on file in the Office of the Ventura County Superintendent of Schools:
1. Service Credential with a specialization in administrative services
  2. Standard or General Administration Credential
  3. General Supervision Credential
  4. Supervision or Standard Supervision Credential and the appropriate basic credential authorizing service in the area of this class description.
  5. Secondary School Administration or Supervision Credential.
  6. California Teaching Credential
- EDUCATION:** Master's Degree or Equivalent
- EXPERIENCE:** At least three years of successful full time service in a management Position or teacher on special assignment supporting teachers.  
At least five school years of successful full time service in a certificated position to include minimum three years of successful teaching experience (REQUIRED)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance.
- FUNDING:** Contingent upon Common Core State Standards (CCSS) funding for the 2013-2015 school year.