

Job Summary:

The job of Coordinator was established for the purpose/s of assisting the administrator and/or program manager(s) by providing professional development, as well as coaching and support to CHOICES staff who work with students, parents, teachers and administrators. He/she shall deliver professional development activities in order to improve teaching and learning. The Coordinator will also coordinate and provide various presentations and trainings to students, parents, teachers and administrators on various topics within prevention.

Essential Functions:

- x Demonstrated deep knowledge of the relevant content areas and skillful application of research-based strategies to provide access to content for students at risk;
- x Demonstrated knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s);
- x Demonstrated skill in analyzing and using data for instructional decision-making; especially differentiated instruction for students at risk;
- x Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development;
- x Ability to design (individually or in collaboration with others) high quality professional development for staff;
- x Knowledge and skills to implement research based curriculum;
- x Performs other duties as assigned for the purpose of assisting the administrator and/or program manager(s).

Skills, Knowledge and/or Abilities Required:

- x **Skills to:**
 - appropriately manage personnel and programs;
 - communicate effectively;
 - problem-solve;
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Education Required:

- Bachelor's degree in job-related area required;
- Valid California Teaching credential required;
- Administrative experience preferred;
- Master's degree preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance;
- Valid California Teaching Credential required;
- Valid California Administrative Services Credential required;
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

July 2020