

Humboldt County Office of Education

COORDINATOR OF LEARNING SUPPORT SERVICES
Certificated Management

Position Summary

Under the general direction of the Superintendent/designee, the Coordinator of Learning Support Services plans, coordinates, and supervises the staff and programs offered through the Humboldt Educational Resource Center (HERC) and the Sequoia Conference Center, including the teachers center/maker space and library, the full array of professional staff development offerings and Conference Center events. The Coordinator of Learning Support Services is responsible for negotiating district HERC contracts, and orchestrating the efforts of a team of Learning Specialists and individuals on contract and within HCOE to provide a comprehensive array of services designed to support both in-house and local district instructional programs, including integration of e-learning technologies. The Coordinator of Learning Support Services serves as the primary liaison between the Humboldt County Office of Education and other media, library and telecommunications-oriented programs on a county, regional and statewide basis. Budget development and monitoring for HERC and professional learning events is a shared responsibility of the Coordinator of Learning Support and the Superintendent/designee.

Minimum Qualifications

1. Possess an appropriate California Administrative Credential.
2. Demonstrate competence in communicating effectively with staff, district personnel and other agency representatives.
3. Possess significant successful teaching and staff development experience, preferably in implementing data-informed and technology-integrated learning strategies.
4. Demonstrate strong organizational, communication and human relation skills.
5. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff and program instruction; media center operations

Examples of Duties and Responsibilities

1. Directs the planning, implementation and evaluation of library, media, teacher center, conference center and professional learning programs and develops and monitors all associated contracts with local districts.
2. Leads a team of learning specialists in addressing district needs identified in local plans (LCAPs).
3. Provides guidance, consultation and learning opportunities in the area of educational technology integration for districts and the county office.
4. Directs and oversees HCOE's Professional Learning Portal (My.HCOE.net), which manages professional learning registration for districts and the county office.
5. Coordinates the office's learning support programs and manages related contracts with districts, vendors and individual providers.
6. Supervises the integration, maintenance and circulation of all learning resources through a well-integrated, technology-based system.

7. Develops an inventory of supplies and equipment needed for the construction of teaching/learning materials and establishes pricing schedules as needed.
8. Plans, submits for approval, and monitors the annual budget for all assigned programs.
9. Supervises and evaluates assigned certificated and classified personnel and plays a key role in the selection, placement and professional development planning for every staff member.
10. Plans and implements a program for communications and community relations as a means of interpreting and furthering HERC program offerings and HCOE professional learning opportunities.
11. Oversees the state instructional materials adoption activities and acts as director of the Instructional materials Display Center (IMDC).
12. Serves as a member of the Leadership Council.
13. Actively engages in an on-going program of professional development to maintain and improve management skills and leadership abilities.
14. Participates in appropriate regional and statewide professional meetings and represents the county office in an official capacity when requested.
15. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
16. Performs other assigned duties.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as Coordinator of Learning Support Services provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday and must be willing to travel within the county, regionally and statewide, as necessary to fulfill job responsibilities. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.