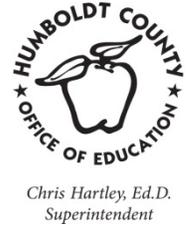


COORDINATOR OF INSTRUCTIONAL LEADERSHIP
Management



Chris Hartley, Ed.D.
Superintendent

Position Summary

Under the general direction of the Assistant Superintendent for Educational Services, the Coordinator of Instructional Leadership plans, coordinates and supervises an array of site and district leadership development activities focused on improving skills in school support. Programmatic responsibilities for the Coordinator includes direct advice and assistance in the application for, use of, and reporting on multiple state and federal categorical programs in the form of the Co-Op. The Coordinator advises districts on regulations governing these programs and necessary compliance procedures including required record keeping, and provides model policy or plan language where appropriate. The Coordinator researches district needs related to these programs, as well as issues related to state and federal assessment and accountability systems and supervises other personnel in the department as assigned, including the Principal of Court/Community Schools. The Coordinator also serves as primary liaison for charter schools, including performing the duties of ex-officio board member for any independent charter school authorized by the HCOE.

Minimum Qualifications

1. Possess an appropriate California Administrative credential.
2. Demonstrate competence in communicating effectively with professional staff and representatives of other local and state agencies both in written and oral form.
3. Possess substantial experience as a teacher and staff or curriculum developer, and have demonstrated expertise in educational program planning, supervision, and administration.
4. Have developed a knowledge and understanding of various needs assessment techniques and instructional program improvement strategies.
5. Demonstrate strong organizational, communication and human relations skills including group problem solving processes.
6. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff and program evaluation; categorical and other grant management; and completion of ACSA's C.A.C.P. leadership development program.

Examples of Duties and Responsibilities

1. Works with local school district administrative personnel to assess needs for leadership development and then collaborates with department personnel, university faculty and outside consultants to address those priority needs.
2. Coordinates the Humboldt/Del Norte cadre participating in ACSA's C.A.C.P. training program, arranges for coaching assignments with participants per program requirements, and monitors participants' progress.
3. Following the requirements of both state and federal law, leads and coordinates district superintendents to ensure efficient and timely compliance with various categorical laws and procedures to help prevent financial penalties or other sanctions including district and County Office Local Control and Accountability Plans (LCAP).

4. Serves as mentor and immediate supervisor to the Principal of the Court/Community School program and participates with the Superintendent on his/her performance evaluation as needed.
5. Serves as ex-officio board member for the Northcoast Preparatory Academy and any other independent charter sponsored by the HCOE.
6. Supervises and evaluates classified and certificated personnel within the department as assigned.
7. Assists the Assistant Superintendent of Educational Services in the development and monitoring of various assigned budgets within the Division.
8. Coordinates, directs and manages the county office sponsored CO-OP for state and federal categorical programs and serves as primary liaison for HCOE with CDE staff in this service area.
9. Serves as a technical team member to local school districts regarding program improvement and school accountability requirements as may be initiated by the state or federal government and supervises the work of the office's School Support Unit.
10. Serves as a member of the Leadership Council.
11. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
12. Participates in appropriate regional and statewide professional meetings.
13. Performs other duties as required.

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 Instructional Leadership provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. 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 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.