

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – TEACHER INTERNSHIP PROGRAM

BASIC FUNCTION:

Under the direction of the Director, Teacher Development, plan, organize, coordinate and implement the operations and activities of the Internship Program, function or instructional area to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS); coordinate and facilitate various special projects within the Human Resources Division, as assigned; assist in the recruitment, coordination and support of Internship program admissions and internship student services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze relevant documents for the purpose of determining participant match within the Internship Program; analyze participant transcripts for internship program eligibility and requirements.
- Assist the Director, Teacher Development, with activities related to the California Commission on Teacher Credentialing (CTC) Accreditation Cycle including, but not limited to, Accreditation Data System (ADS), Preconditions, Common Standards, Program Standards, and Site Visit preparation.
- Assist in coordinating activities and program evaluations to improve and enhance the Internship Program, adhering to program standards, and fulfilling state and internship program requirements established by Standards of Quality and Effectiveness for a Professional Teacher Intern Program.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Assist and support internship program recruitment efforts of internship participants.
- Collaborate with local Internship programs, IHE's, and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- Communicate with county office administrators, personnel, outside organizations, districts, regional and state liaisons, internship program participants, and the public to coordinate activities and programs, exchange information, resolve issues or concerns, and maintain clear communication and understanding of requirements and state policies.
- Contact school districts, charter schools, and private schools to promote program, functions, activities, goals and objectives; coordinate and arrange for advertisements and other publicity, as assigned.
- Coordinate communications, information and resources to ensure smooth and efficient activities of the Internship Program, training and support; collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special projects
- Coordinate the planning, development, training and other staff development activities, as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; coordinate meetings, committees and special events, as assigned.

- Create and develop program materials and provide internship program participants with the necessary information and/or resources for program completion.
- Develop and maintain a schedule of activities aligned to the Internship Program activities.
- Develop and assist FCSS and school district staff to plan, implement and conduct training sessions, professional development for internship program requirements, staff development activities, and other effective coaching practices, including modeling best practices; conduct research to enhance content and keep up-to-date with relevant adult learning theories, best coaching practices, student engagement, and student learning.
- Develop a marketing, outreach, and communications strategy to build awareness of and support for the Internship Program.
- Maintain accurate records and reports for the purpose of ensuring that participants complete credential requirements, and ensuring that the program meets the requirements of state program standards.
- Plan, organize, coordinate and implement the operations and activities of the Internship Program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Provide support within the Teacher Induction Program and Teacher Development department as needed.
- Provide technical information and assistance to the Director, Teacher Development, regarding needs, issues and progress related to the Internship Program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Seek out appropriate coursework and facilitators of coursework that align with the Internship standards developed by CTC
- Support the development of high-quality, well-prepared teachers by designing a relevant and innovative internship program
- Assist with interviews, selection, and supervise the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs. Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Commission on Teacher Credentialing (CTC).
- California Standards for the Teaching Profession (CSTP).
- California Academic Student Content Standards.
- Common Core State Standards.
- Adult Learning theories.
- Best Coaching practices.
- Curriculum interpretation and application in assigned program or instructional area.
- Policies and objectives of assigned programs and activities.
- Learning theory, curriculum instruction, and assessment.
- Local, State and federal laws and requirements concerning the Internship Program, functions and instructional areas.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or training activities.
- Public speaking techniques.
- Research methods, report writing and record keeping techniques.
- Standards of Quality and Effectiveness for Professional Teacher Intern Programs
- Standards of training and providing work direction.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist with the planning, organization, coordination, and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Coordinate communications, information, personnel, and resources to assure smooth and efficient activities within job assignment and/or assigned program.
- Deliver dynamic oral presentations and trainings.
- Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Four years increasingly responsible experience working in the field related to assigned program, function or instructional area.
- Workshop, training and/or staff development facilitator.
- Adult Learning theories, coaching theories and best practices, educational environments, blending theory and practice experience preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service Credential.
- Valid California Administrative Services Credential preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office, virtual and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 01/01/2022

Revised: 02/28/2024