



# NORTH COAST SCHOOL OF EDUCATION DISTRICT COORDINATOR APPLICATION



The Sonoma County Office of Education’s North Coast School of Education (NCSOE) requires each school district/site to assign one person to serve as the *District Coordinator*. The District Coordinator is a key educational leader in your district/site. As the liaison between your district/site and NCSOE, the District Coordinator ensures adherence to and implementation of program standards. The Coordinator serves as an advocate for the Candidate(s)/Intern(s)/Permit Holder(s) and Mentor(s), working with the district/site to develop and implement policies that lead to each participant’s success.

There are two District Coordinators meetings per year; one in the fall and one in the spring. These meetings are **mandatory**. Additionally, Coordinators maintain ongoing communication with NCSOE staff and may be asked to perform duties throughout the year. District Coordinators will be contacted directly with dates of the meetings for their county and must pre-register for them online via their NCSOE account profile page.

We recommend involving teacher leaders, teacher unions, Human Resource staff, and administrators in the selection of the District Coordinator. NCSOE provides the district/site with a financial contribution to offset the cost of compensation for the District Coordinator. Please refer to the *District Coordinator Job Description* and *District Roles and Responsibilities* for more information about the position.

Please complete the following information. The District Coordinator will then upload the document to their NCSOE account. A new application must be submitted any time there is a change to information listed below.

District/Site: \_\_\_\_\_

District Coordinator’s Name: \_\_\_\_\_

School or Site: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street City Zip

School Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Zip

District Approval: \_\_\_\_\_  
Printed Name Role with District

Signature of Approval

Date