



NORTH COAST SCHOOL OF EDUCATION

DISTRICT COORDINATOR JOB DESCRIPTION



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

Qualifications:

1. Desire to work closely with new Candidates/Interns/Permit Holders and Mentors to implement NCSOE goals and state credential requirements.
2. Ability to work with teachers, personnel and human resource staff, administration, teacher union leaders, and board members.
3. Understands the California Standards for the Teaching Profession, the California Induction Standards, California's Learning to Teach credential system, Common Core State Standards, and formative assessment.
4. Thorough understanding of exemplary and effective teaching strategies.
5. Excellent communication skills.

Duties:

1. Credential Compliance:

- a. Work with district personnel to facilitate identification of eligible Candidates/Interns/Permit Holders to ensure proper placement in appropriate credential program (e.g. Provisional Intern, Intern, Induction, Special Ed, Out of State, or Designated Subjects).
- b. At the point of hire, inform all eligible teachers of their credential responsibilities, program requirements and expectations.
- c. Work with district/site to emphasize selection process and criteria for Mentors and work with Program Coordinator when mismatches occur.
- d. Work with district/site for the smooth facilitation of Mentor compensation.
- e. Assist Program Coordinator in monitoring Candidates'/Interns'/Permit Holders' and Mentors' participation and completion of program requirements.

2. Communication & Coordination:

- a. Communicate regularly with Program Coordinator, attend 2 meetings per year (fall and spring) and collect and submit all required forms and documents.
- b. Coordinate district/site calendar, meetings, dates, and special events with NCSOE meetings and events.
- c. Collaborate with district/site staff to align district professional development with the NCSOE professional development activities.

Compensation:

Funding is dependent upon number of eligible Candidates/Interns/Permit Holders with completed state and/or program consent forms on file with the NCSOE. Funds are also provided directly to districts to offset the District Coordinator stipend and/or salary at an annual rate of \$100.00 per Candidate/Intern/Permit Holder.