



Merced County  
Office of Education  
Steven E Gomes,  
Superintendent  
632 West 13th Street  
Merced, CA 95341  
(209) 381-6628

## Certificated Position Announcement

Equal Opportunity Employer

**\*\* ONLY ACCEPTING ED-JOIN ONLINE APPLICATIONS \*\***

**APPLY IN THE HUMAN RESOURCES OFFICE BY *May 17, 2012***

**POSITION TITLE:** Coordinator – Curriculum & Instruction **DEPT:** Instructional Services **LOC:** MCOE Complex, Merced

**SALARY:** \$82,173 annual salary (Based on current Certificated Management Salary Schedule); 210 working days/eight (8) hours per day  
(highest salary placement is step 3)

IMPORTANT! Prior to employment, employee candidate will be required to provide either proof of U.S. citizenship or other documents that establish the candidate's eligibility to be employed in the U.S. **The California Education Code states that no person shall work in the public schools until they have been fingerprinted and cleared through the Department of Justice.** (QUALIFIED APPLICANTS, MALE OR FEMALE, FROM ALL RACES, RELIGIONS, CULTURAL AND ETHNIC GROUPS AND THE DISABLED ARE ENCOURAGED TO APPLY.)

**MINIMUM QUALIFICATIONS:**

**Education and/or Training:**  
BA/BS Degree.

**Experience:**

Five years classroom teaching and one year in an administrative capacity. Experience with the development of educational partnerships in the greater community, including business, higher education and/or non-profits. Experience in the acquisition, implementation, monitoring and reporting of state and federal grants. Understanding of or experience with credentialing process for teachers/administrators (B TSA, Administrative Credential, etc).

**Credentials and/or Skills:**

Hold CA teaching credential. Hold/qualify for CA Administrative Services credential. Knowledgeable in the use of personal computers and related software applications. Proof of valid CA driver's license and minimum amount of liability insurance required by law. DMV H-6 printout required.

**DESIRABLE QUALIFICATIONS:**

**Education and/or Training:**  
MA Degree in Education, curriculum and instruction, or related curriculum area.

**Experience:**

Peer Coaching and/or Facilitator experience

**Credentials and/or Skills:**

CLAD or EL authorization

**SUMMARY OF POSITION:** Under the direction of an assigned administrator, plans, organizes, coordinates and implements the operations, activities, educational services and support functions of an assigned instructional program; participates in the development, implementation, monitoring and evaluation of designated instructional programs and services; provides consultation and technical assistance to faculty, staff and the public concerning assigned instructional area and related programs, services, standards, requirements and procedures; trains and evaluates the performance of assigned staff. This position is certificated management and exempt from the certificated bargaining unit.

**ESSENTIAL FUNCTIONS:**

1. Plan, organize, coordinate and implement the operations, activities, educational services and support functions of an assigned instructional program including public or private educational grants oversight and reporting.
2. Participate in the development, implementation, monitoring and evaluation of designated instructional programs and services, including understanding of or experience with the credentialing process for teachers and/or administrators.

3. Provide consultation and technical assistance to faculty, staff and the public concerning assigned instructional area and related programs, services, standards, requirements and procedures including the development of educational partnerships.
4. Train and evaluate the performance of assigned classified and certificated staff, especially in content and pedagogy related to the Common Core State Standards.
5. Serves as liaison and coordinates instructional programs, services, communications and information between administrators, personnel, school districts, outside organizations, local and State agencies and the public.
6. Monitor and evaluate instructional services and programs for educational effectiveness and operational efficiency; assists in the development and implementation of standards, policies and procedures.
7. Develops, implements and conducts training and staff development activities concerning assigned instructional programs and services as directed.
8. Participates in the development of curriculum standards and preparation, revision and updating of curriculum and program documents; coordinates instructional activities to enhance student learning and achievement.
9. Research, assemble, compiles and evaluate a variety of technical data and information.
10. Develops and prepares the annual preliminary budget for assigned instructional programs and services; reviews and evaluates budgetary and financial data; controls and authorizes expenditures.
11. Attends and participates in workshops, in-services, staff meetings, conferences and other professional development activities as required; assists with the development and implementation of various special events and activities.
12. Participates in researching and obtaining grants funds; composes and prepares related documents and applications; negotiates and maintains related contracts.
13. Operates a personal computer, related software applications and standard office equipment.
14. Operates a motor vehicle.
15. Performs other related essential functions as assigned.

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Operate a personal computer, related software applications and standard office equipment.
6. Operate a motor vehicle.
7. Stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull, and move lift and/or carry 0 to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment; travel by motor vehicle outdoors in varying degrees of temperatures; and come in direct contact with MCOE/district staff and the public.

**APPLICATION PROCEDURE:** The following information must be received before the deadline date in order for your application to be considered for this position: 1) a completed online EdJoin application form; 2) a brief resume; 3) three (3) recent letters of recommendation; 4) all college transcripts and a copy of degree\*; 5) a copy of your California credential authorizing service in this area\*. \*If required for position.

**SELECTION PROCESS:** Applications will be reviewed for satisfaction of minimum qualifications. A maximum of eight applicants will be invited for a panel interview. All candidates will be notified in writing following final selection.

**NOTE:** The candidate selected for this position will be required to present on the date of orientation: 1) a social security card (or proof that one has been requested); 2) proof of tuberculin test prior to first day of hire; 3) proof of fingerprinting and clearance prior to first day of hire; and 4) DMV H-6 printout and proof of liability insurance.

**ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF MCOE AND CANNOT BE RETURNED TO THE APPLICANT.**

**"As an equal opportunity employer, we intend to meet all obligations under state and federal law pertaining to employment including, but not limited to, any obligations under the Americans with Disabilities Act to accommodate persons with disabilities."**