

JOB DESCRIPTION

Job Title: Curriculum Specialist, Character Education (9955)

Job Summary:

In collaboration with the program administrator and/or designee, coordinate the CHARACTER COUNTS! program and work with school site staff to provide comprehensive support, coaching, and training in all character education and sportsmanship areas. This position will focus on strengthening character education and sportsmanship strategies, elevating student engagement, refining character education implementation to effectively meet the needs of school sites and their character education goals and will empower educators by offering guidance and professional development that enhances their ability to create impactful learning and positive school culture environments.

Essential Duties:

- Recommend and assist in the implementation of the Character Counts! Program goals, objectives, policies and procedures, and strategic plan.
- Establish schedules and methods for providing specialized services related to character education and sportsmanship.
- Assist cities, school districts, communities, businesses, youth organizations, etc. to implement the Character Counts! And Pursuing Victory with Honor Framework.
- Coordinate and collaborate with community agency representatives to meet program goals.
- Participate in and lead countywide Character Counts! Campaigns.
- Coordinate and assist with countywide and/or regional program meetings with district and site representatives.
- Develop and effectively deliver presentations, conduct workshops, and prepare training materials for both small and large groups.
- Serve as a resource to parents, district representatives, school site staff, TCOE employees, and community agency staff related to Character Counts! resources.
- Provide in-services and staff development for school personnel.
- Facilitate and participate in county committees representing character education development and implementation.
- Remain current with changes and additions to CHARACTER COUNTS! curriculum and training materials.
- Maintain records and develop reports related to programs and activities.
- Coach, direct, train, and evaluate assigned staff for the purpose of accomplishing program goals and objectives.
- Evaluate and document program effectiveness and recommend adjustments, as needed.
- Perform other related duties as assigned.

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership with conducting professional development to support building the capacity of teachers and support staff. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking and 40% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- provide effective coaching/mentoring and guidance to educators;
- build rapport and develop trusting relationships with all stakeholders;
- provide direction to school sites for their character education implementation needs;
- coordinate, and deliver appropriate professional development based on needs;
- proficiently teach methodologies tailored to youth engagement;
- set short- and long-term goals for professional development;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and assigned software programs.

Knowledge of:

- Character Counts! and Pursuing Victory with Honor Training Guides and Implementation Resources;
- effective strategies for teaching adult learners;
- cognitive coaching methods;

- best practices for student engagement;
- modern office procedures and equipment;
- community-based organizations that support character education goals proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people;
- work cooperatively and collaboratively with administration, teachers, and support staff;
- train and coach program stakeholders, employees and other adults;
- be flexible and adapt to the needs of the educators and/or program;
- organize projects and use time effectively;
- coordinate and conduct large group recreational activities and county-wide events;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

Experience Required:

- Five (5) years of experience in a certificated position.
- Experience implementing programs for cities, school districts, communities, businesses, youth organizations, etc.
- Experience with Character Counts! Program is preferred.

Education Required:

- Bachelor's degree required.
- Valid California Teaching or Pupil Personnel Services Credential.
- Valid California Administrative Credential or eligibility to apply for an Administrative Intern Credential upon hire.

Other Requirements:

- Valid CPR and first aid certifications;
- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

August 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.