YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST

BASIC FUNCTION:

The CAMSP Coach has primary responsibility for supporting the professional development program in math/science for K12 teachers for the CAMSP partnership between the Yolo County Office of Education (YCOE) and the Math/Science Project at UC Davis and CSU Sacramento.

Under the direction and general supervision of the Assistant Superintendent of Curriculum and Instruction, work closely with the Director and IHE Trainers of the CAMSP Project, who will design and lead the professional development institutes and workshops outlined in the CAMSP grant.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide one-on-one support to participating teachers implementing the strategies outlined in the institute; work with Math/Science Project staff to advance both the recruitment and evaluation efforts embedded in the CAMSP program.

Provide support for (a) the improvement of math/science education within the participating districts in YCOE **(Participating Districts include: Davis JUSD, Washington USD, Dixon USD, Winters JUSD, Woodland JUSD, and Esparto USD)** with particular attention paid to low-performing schools, (b) the improvement of teachers' ability to implement state content standards by developing content knowledge, strategies for effective delivery and content literacy skills as outlined in the CAMSP proposal, (c) the development of long term school-university partnerships focused on the teaching of the discipline and the improvement of student achievement.

Program Coach:
After attending the summer institutes, the CAMSP Coach will work one-on-one with CAMSP participants, providing support as they implement these new strategies in their individual classrooms. Responsibilities include, but are not limited to, classroom observations, individual meetings with CAMSP participants to help them adapt the strategies to their unique teaching situations, and attendance at and/or facilitation of follow-up sessions.

Program Recruitment and Evaluation:
Following the leadership of the CAMSP Director, the CAMSP Coach will coordinate the CAMSP recruitment and evaluation efforts.

Responsibilities include, but are not limited to, recruitment meetings at participating CAMSP schools and supplying data to and receiving specific direction from the outside evaluator regarding the randomized selection of teachers.

Once recruitment is complete, this position will also include the responsibility for maintaining

effective communication between both test and control groups and the CAMSP leadership. Responsible for the distribution and collection of the tri-annual student assessments throughout the participating CAMSP schools.

Provides significant support for the collection and analysis of data related to the annual report and external evaluation of the CAMSP program, in partnership with CAMSP Director, YCOE Assistant Superintendent of Curriculum and Instruction, and External Evaluator.

Communications and Analytical Support:
Maintains detailed records of all CAMSP activities regarding professional development and to provide an information base for evaluation plans.

Makes presentations at venues such as planning meetings to provide information about the CAMSP – Yolo COE program to a variety of audiences.

Serves as information resource and referral person regarding the CAMSP – Yolo COE program.

Communicates and works closely with YCOE Assistant Superintendent, CAMSP Director, UCD's Math/Science Department, the CSUS Math/ Science Department, and state Department of Education representatives.

Works closely with CAMSP Leadership to support CAMSP programming, recruitment, and evaluation.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
California State Adopted Standards and assessment instruments.
Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction for assigned program.
Principles of training and providing work direction.
Proper lifting techniques.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of the State Education Code and other applicable laws.
Research methods and report writing techniques.
Basic computer operation.

ABILITY TO:
Operate and demonstrate the use of laboratory materials and equipment.
Train and provide work direction to others.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Compile and verify data and prepare reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.

Interact effectively and sensitively with individuals from diverse backgrounds and demonstrate an understanding, patient and receptive attitude toward children.
Maintain confidentiality of student information.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: California Teaching Credential or M.A. in appropriate subject matter.

LICENSES AND OTHER REQUIREMENTS:

Valid appropriate California Teaching Credential..
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Reaching overhead and above shoulders.
Hearing and speaking to exchange information and provide instruction.