

**Job Summary:**

The job of Education Specialist-Partnership Character Education Program was established for the purpose/s of providing professional development and coaching to the Partnership Character Education Program grant schools to meet the grant study's objectives in program implementation and curriculum integration of the Character Counts! Framework to the History and Language Arts California Content Standards.

**Essential Functions:**

- ▶ Administers grant instrument surveys to students, staff and parents for the purpose of ensuring that grant instruments are completed with consistency.
- ▶ Assists with various grant duties for the purpose of ensuring the successful delivery of the grant project.
- ▶ Communicates with all grant partners for the purpose of ensuring that all project objectives and requirements are met.
- ▶ Coordinates grant advisory committee meetings for the purpose of ensuring that proper communication is maintained to the grant advisory committee.
- ▶ Researches/Develops instructional materials for the purpose of integrating Character Counts! into existing K-12 History and Language Arts California Content Standards.
- ▶ Develops training and meeting materials for the purpose of facilitating the integration process of Character Counts! into existing K-12 History and Language Arts California Content Standards.
- ▶ Facilitates meetings and trainings for the purpose of producing instructional materials that demonstrate Character Counts! integration into the existing K-12 History and Language Arts California Content Standards.
- ▶ Monitors project schools of grant for the purpose of ensuring the proper application of implementation steps.
- ▶ Serves as a content expert in History and Language Arts California Content Standards for the purpose of ensuring that accurate information of the California Content Standards in areas of History and Language Arts is provided to the grant project.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - use tact, patience and courtesy in interpersonal relationships;
  - operate a variety of office and presentation equipment;
- ▶ **Knowledge of:**
  - California Content Standards of History and Language Arts;
  - effective instructional strategies for the integration of curriculum and implementation efforts;
  - school climate and culture;
  - public speaking and presentation techniques;
  - standardized and performance-based assessments;
  - Character Counts! Framework;
- ▶ **Ability to:**
  - problem solve;
  - plan and implement grant schools' staff development;
  - meet schedules and time lines;
  - work independently under broad project grant guidelines to achieve grant objectives in project implementation and integration of curriculum;
  - lead, guide and/or coordinate grant schools' efforts toward project implementation and curriculum integration;
  - analyze and determine grant schools staff needs;
  - maintain cooperative relationships;
  - communicate effectively both orally, and in writing.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.
- ▶ Five years of classroom experience required.
- ▶ Experience utilizing the Character Counts! Framework is required.

**Education Required:**

- ▶ Bachelors degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid California Teaching Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

March 2008

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.