

*Code: 7115*

*Title: EDUCATION SERVICE COORDINATOR - UNCLASSIFIED*

**SUMMARY:** Coordinates, develops and implements education programs within the County's vocational school, alternative or adult education program as a high school teacher, academic skills instructor, and/or school-to-work vocational instructor. Develops and implements a curriculum program consistent with the mission and objectives of the applicable County education program. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in the development of teaching strategies that meet the learning styles of students as they prepare to meet State requirements for high school graduation, General Educational Development (GED) attainment and/or other applicable requirements;

Assesses the needs of students and develops, implements and evaluates daily lesson plans for students including scheduled activities and materials;

Plans and modifies program instruction to meet the needs of individual students;

Evaluates the performance of students regarding achievements in curriculum and activities and makes necessary provisions to meet learning needs;

Ensures students and parents are informed of methods of evaluation utilized in the classroom;

Participates as a member of an instructional team to promote learning activities consistent with the program's mission and objectives;

Notifies administration of the special needs of students who display characteristics which vary from the norm;

Collaborates with specialists to assist students;

Maintains partnerships with parents, school staff, and partners;

Maintains appropriate records and files required reports in a timely manner;

Ensures that Arizona Department of Education and other applicable reports and documents are compiled accurately and submitted in a timely manner;

Performs on-going research of trends and innovations in the respective academic content areas and in strategies to reconnect out-of-school youth;

Plans lessons that are relevant to students and connects learning and behavior to current needs of the general workforce;

Collaborates with Pima County One-Stop Staff to assist students in acquiring additional training, education and/or employment opportunities after graduation;

May monitor the activities of a teacher's aide or classroom volunteers.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- education practices and procedures with emphasis on school-to-work strategies;
- teaching strategies that meet the learning styles of all students;
- research-based strategies to reconnect older out-of-school youth;
- Arizona school laws and rules promulgated by the Arizona State Board of Education and Arizona State Board for Charter Schools, or other applicable laws, regulations and policies.

Skill in:

- utilizing teaching strategies proven to be effective with older, out-of-school youth and young adults;
- working as a site team to ensure effective academic and vocational instruction;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

Typically, an incumbent in this classification would be expected to have a Bachelor's degree from an accredited college or university in education or a related field defined by the appointing authority at the time of recruitment and two years of experience working with at-risk youth or vocational training or equivalent.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid, current Arizona Teacher Certification, with Highly Qualified Teacher Status according to the Arizona State Department of Education required for Charter School assignment. Current Arizona IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety required to work with minors or vulnerable adult populations. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certification/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 5/28/13 (gs)

Updated 6/5/15 (gs)