

Preliminary Administrative Services Credential Program

Part-time Faculty Lecturer

Part-time Faculty Lecturer/Supervisor to fill a pool from which program instructors will be selected

POSITION AVAILABLE: One or more temporary, part-time lecturers from a pool from which instructors will be considered for appointments as they become available for the 2021-2022 program cohort

Requirements / Qualifications

Education and Experience:

Any combination equivalent to:

- Master's Degree in education or related field and five (5) years of administrative experience
- Valid Administrative Services Credential
- Valid California Driver's License

The following questions are included in the on-line application and those applications that do not have answers included will not be considered. See below:

1. What talents, experiences or assets make you a desirable candidate for this position?
2. Please describe your experience working with diverse staff and student populations.
3. What experience do you have instructing adult learners?
4. Please describe experience working for/with a County Office of Education.

Please submit the following required documents with your Edjoin application in PDF format:

- Current Resume
- A personal letter of introduction outlining your education, training, leadership experience, professional development experience, and your interest in this position
- Three current letters of recommendation

Please see detailed job description and benefit information available at www.cocoschools.org/careers

The Human Resources Department of the Contra Costa County Office of Education will make reasonable efforts in the recruitment and examination process to accommodate applicants with disabilities. If you need an accommodation, please call (925) 942-3387.

DUTIES OF THE POSITION: Contra Costa County Office of Education's Preliminary Administrative Services Credential program seeks temporary, part-time faculty lecturers to teach courses in instructional leadership, development of a shared vision, supervision and staff development, organizational and systems leadership, ethics, and school policy. Courses will take place both virtually and at the Contra Costa County Office of Education.

In addition, Contra Costa County Office of Education seeks part-time lecturers to supervise students in fieldwork sites.

Direct inquiries to contact below at:

SALARY:

DATES OF APPOINTMENT: Spring 2021, Fall 2021, Winter 2022

About the Employer

The Contra Costa County Office of Education is a unique agency. One of 58 counties in the state of California, Contra Costa County has the 11th largest public school student population in the state. Officially established in 1932, the CCCOE has a long history of providing direct services to some of our county's most vulnerable students, including young people who are incarcerated, homeless or in foster care, as well as students who have severe physical or emotional challenges.

CCCOE also provides support services to schools and school districts in Contra Costa County; services that can be handled most effectively and economically on a regional basis rather than by each of the county's 261 schools or 18 school districts. These services range from budget approval and fiscal support, to technology infrastructure and communication support. In addition, CCCOE provides some of the best, high level professional development opportunities for educators in the entire state.

The County Office of Education is an essential part of Contra Costa's outstanding public school system. Overall, our county's students rank high on virtually every measure of achievement – from test scores to college entrance rates.

For more information about the County Office's programs and services, we invite you to visit our website at www.cccoe.k12.ca.us

Non-Discrimination Statement:

The Contra Costa County Office of Education (CCCOE) is committed to ensuring equal, fair, and meaningful access to employment and education services. CCCOE prohibits discrimination, intimidation, harassment, and bullying in any employment practice, education program, or educational activity on the basis of actual or perceived age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital or parental status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or association with a person or group with one or more of these actual or perceived characteristics or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both educational services and employment. Inquiries regarding nondiscrimination and civil rights should be directed to the agency's Title IX Coordinator: Margo Olson, Director, Program Support, 77 Santa Barbara Road, CA 94523 (925) 942-3487. To file a complaint, please utilize the Uniform Complaint process or call (925) 942-3387.