



DUTY STATEMENT

PR LOG #: FR 26-245

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Administrator I				Computer Science Coordinator	
BRANCH					
Building Educational Success Together Branch					
DIVISION				OFFICE	
Curriculum Frameworks & Instructional Resources				Director's Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S21	E	0310	174-660-2657-007	Headquarters - Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general direction of the CFIRD Director, and working cooperatively with program units throughout the California Department of Education (CDE), the Computer Science Coordinator (Coordinator) works as a team leader, team member, and/or independently in assigned areas of responsibility or projects to support the development and dissemination of educational programs that support the implementation of California's Computer Science Standards (CSS), the Computer Science Strategic Implementation Plan, CDE guidance related to Artificial Intelligence, Media Literacy, as well as high-quality professional learning for educators that advance student learning. This position may be out stationed. The Coordinator will support the curriculum related programs as identified by the legislature, the Instructional Quality Commission (IQC), the State Board of Education (SBE), and the State Superintendent of Public Instruction (SSPI).					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Division Director					
SUPERVISORY RESPONSIBILITIES					
Direct and coordinate staff assigned to relevant Computer Science work groups and initiatives.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. The Coordinator may be required to travel to California Department of Education (CDE) Headquarters, other meeting locations, conferences, or speaking engagements. The Coordinator must be able to carry supplies and technology.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Prepare Documents: Provide guidance, technical assistance, and respond to field inquiries that promote the implementation of the CSS, CSSIP, and Curriculum Frameworks and/or other curricular guidance that include elements of Artificial Intelligence and Media Literacy. Develop and expand Department web resources related to computer science education for use by the field. Draft correspondence for the signature of CDE leadership and develop talking points. Participate in the development of CDE curricular guidance related to computer science. Disseminate research and best practices in computer science to the field and within the CDE. Ensure that correspondence from the office meets departmental and SBE standards and policies.

Relative % of Time Required: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Verbal Communications: Conduct workshops and presentations to promote the implementation of CSS, CSSIP, and Curriculum Frameworks and/or other curricular guidance that includes elements of Artificial Intelligence and media Literacy. Represent the CDE as the state expert on Computer Science for various audiences at the Instructional Quality Commission, State Board of Education, local, regional, and statewide meetings and conferences. Respond to questions regarding these topics from administrators, CDE staff, curriculum developers, external interest groups, parents, and the general public.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Conduct Research: Conduct, compile, and interpret research as required to meet department responsibilities, to advance the computer science education policy in California, and fulfill related legislatively mandated initiatives. Develop, review, analyze, and interpret state and federal statutes, administrative regulations, policy documents, departmental procedures, and applicable research in the field of computer science education. Consult and collaborate with the Instructional Materials and Access Unit Administrator, the Standards and Curricular Guidance Administrator, the Curricular Initiatives Unit Administrator on initiatives and projects related to computer science. Contribute research findings to inform state curricular guidance on computer science. Prepare, recommend changes to, and conduct analyses of legislation, regulations, and policies to facilitate the expansion of computer science education in California. Promote educational programs that support the implementation of California's CSS and CSSIP, as well as high-quality professional learning for educators that advance student learning.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Perform Administrative Duties: Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in division planning activities; consult and collaborate with the Instructional Materials and Access Unit Administrator, the Standards and Curricular Guidance Administrator, the Curricular Initiatives Unit Administrator, the Administrative Services Unit Supervisor, budget staff, and the Division Director regarding budget matters associated with the Division; assist other staff with critical projects as needed, including framework development and instructional materials adoptions; and perform other job-related duties as assigned.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The incumbent will bring with them, specialized expertise in the areas of computer science, artificial intelligence, and media literacy as these topics relate to education in California's TK-12 system. This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

PERSONAL CONTACTS

Contact with all levels of department employees, external state agencies, including, but not limited to the State Board of Education, California State Legislature, County Offices of Education, and Department of Finance. Additionally, the position interacts regularly with local educational agencies, education membership organizations, education advocacy groups, and boards/commissions that the SSPI serves as a member or has appointing authority.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor