

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Designated Subjects

Purpose Statement:

The job of Coordinator, Designated Subjects, is done for the purpose/s of providing coordination, program oversight, and evaluation for assigned Teacher Preparation Programs and designated subject credential programs; and implementing and maintaining program services within established guidelines and standards.

Essential Functions:

- Plans, organizes and directs, services and activities for the purpose of supporting the implementation of the designated subjects career technical education credential program.
- Collaborates with colleges and university partners for the purpose of developing and evaluating courses within the program.
- Maintains a variety of manual and electronic files and/or records (e.g. program records on all credential candidates, program evaluations to the CTS, data compilation reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors data, trends, and policies related to career technical education credentialing for the purpose of being knowledgeable on trends and changes and/or making recommendations related to career technical education credentialing.
- Participates in meetings, workshops, trainings, and seminars for the purpose of representing the County Office at professional meetings and trainings related to the credential program.
- Prepares a variety of program-mandated reports (e.g. narrative and statistical reports, records, files, etc.) for the purpose of complying with credentialing program requirements.
- Provides advisement to credential candidates for the purpose of assisting candidates with acquiring the needed courses during their participating in the program.
- Serves as liaison among school districts, college and university partners, and San Diego County Office of Education for the purpose of enhancing communications between all parties regarding the credential program.
- Supervises and coordinates the implementation of the program components for the purpose of incorporating the use of technology and meeting the guidelines as prescribed by the Commission on Teacher credentialing (CTC).
- Supports Human Resources leadership regarding administrative job functions for the purpose of providing technical information and assistance regarding the formulation and development of policies, procedures and programs.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; applying curriculum and instructional techniques; comparing results; conducting meetings; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE: Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Career Technical and Adult Education credential requirements and regulations in the State of California; relevant provisions of California Education Code, State of California laws, rules, and regulations, and collective bargaining agreements, as they relate to credentialing processes; CTE and CTSP standards; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; knowledge of community resources; methods of instruction and training; practicing cultural competency while working collaboratively with diverse groups and individuals; and career technical education teacher preparation program standards.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and demonstrating leadership skills.

Responsibility:

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment:

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 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Four (4) years of increasingly responsible work experience involving adult or career education programs and work experience with educational credentialing processing.

Education: Masters degree in education, educational leadership or related area.

Equivalency: Possession of a master’s degree in education, educational leadership, or related area, and a minimum of four (4) years of increasingly responsible work experience involving adult or career education programs and work experience with educational credentialing processing.

Required Testing

N/A

Certificates

Driver’s License & Evidence of Insurability
Valid California Administrative Services Credential.
Valid California Teaching Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 45

SLT Approval Date: October 11, 2016

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