



Job Description

POSITION TITLE:	Coordinator II, Educator Assessments and Data	#6229
	Teachers College of San Joaquin	
	Educational Services	

SALARY PLACEMENT:	Management Salary Schedule
	Range 12

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the President of Teachers College of San Joaquin, and the Director of IMPACT, the Coordinator II will coordinate all assessment preparation and support initiatives related to TCSJ's teacher preparation pathways. The Coordinator II will conduct and coordinate meetings, trainings, workshops and remediation services, and supervise and evaluate faculty. Additionally, the Coordinator will gather and prepare cross-departmental and college-wide data for evaluation related to the college's accreditation and compliance activities.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid clear California Teacher Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and three years of educational administrative experience. Possess a Doctorate or Master's Degree in an education-related field and a Preliminary or Clear Administrative Services Credential. Experience working with educational agencies, school districts, colleges, and the community. Working knowledge of supporting novice teachers in general education and special education. Experience with one or more teacher assessment initiatives (CalTPA, RICA, CSET, etc).

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- utilize data to inform program goals
- be flexible based on program needs
- create and follow policies and procedures
- must furnish own transportation as required to fulfill job duties
- design and implement innovative educational programs to support novice teachers
- solicit program data from various departments within TCSJ and SJCOE
- interpret and format data for Federal, State, and accrediting agency reports

Knowledge of:

- assigned software
- current educational practices aligned with the MTSS Framework
- educational strategies for supporting California's diverse student populations

Possess:

- organization skills and ability to meet deadlines
- a strong work ethic that includes both vision and ability to implement programs

- leadership skills in planning, setting agendas, and coordinating/facilitating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy, insurable by the SJCOE carrier.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Participate as a member of the Teachers College of San Joaquin Leadership team. Incorporate the use of technology into programs as appropriate.
14. All other duties assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.