



Job Description

POSITION TITLE: Coordinator II, Professional Learning #6186
Teacher's College of San Joaquin (TCSJ)
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, a clear California Teaching Credential and classroom teaching experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience. Possess a Masters and/or Doctorate in an education-related field and a Preliminary or Clear Administrative Services Credential. Teaching courses at the college level and experience providing professional learning opportunities for novice and veteran educators.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; possess organization skills and ability to meet deadlines; and has a strong work ethic that includes both vision and ability to implement programs. Possess leadership skills in systems and program development. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess 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. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design and implement innovative educational programs, professional learning opportunities and events. Knowledge of state and federal regulations pertaining to accreditation activities (e.g. Western Association of Schools and Colleges (WASC) and California Commission on Teacher Credentialing (CTC)).

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Division Director, President of Teachers College of San Joaquin (TCSJ), the Coordinator II will provide leadership, development and implementation of innovative professional learning opportunities.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with staff, school districts, community and business organizations, government agencies, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate and conduct a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities (staff, instructors, supervisors, SJCOE staff, school communities, etc.).
4. Represent 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 Federal laws, codes, and regulations specific to program needs.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work with the Director of Graduate Studies and Research and appropriate staff with program evaluation.
14. Develop and disseminate materials to use in recruitment and community outreach efforts for the innovative professional learning opportunities and events.
15. Prepare, manage, collect data, and complete required reports for the various agencies this position works with.
16. Incorporate the use of technology into programs as appropriate.
17. All other duties as 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.

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