



## Job Description

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**POSITION TITLE:** Coordinator II, Residency Coordinator #6182  
Teacher’s College of San Joaquin (TCSJ)  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid Clear California Teaching Credential and five years of classroom teaching experience.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Masters and/or Doctorate in an education-related field and a Preliminary or Clear Administrative Services Credential. Ten years of classroom teaching experience, and three years of educational administration experience. Teaching courses at the college level with excellent course evaluations and significant experience providing professional development 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. Knowledge of state and federal regulations pertaining to accreditation activities (e.g. WASC and CA Commission on Teacher Credentialing). Ability to write appropriate evaluation documents that meet the goals of program implementation.

**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 TCSJ, the Coordinator II will provide leadership, recruitment, advisement, program development and implementation of Residency@TCSJ.

**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. Provide advisement and coordination of resident teachers and M.Ed. candidates throughout the duration of their program.
14. Oversee Residency@TCSJ program; including develop and maintain collaborative working relationships with districts, manage site coordinators and master teachers, plan professional development, data collection and evaluation, and guide course development and implementation.
15. Serve as a member of the TCSJ Leadership Team.
16. Work with the Director of Graduate Studies and Research and appropriate staff with program evaluation, development of courses, schedules and training instructors.
17. Develop and disseminate materials to use in recruitment and community outreach efforts for the Residency@TCSJ program.
18. Assist in the development and maintenance of new programs, including evaluation and records of programs.
19. Incorporate the use of technology into programs as appropriate.
20. 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.