



## Job Description

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**POSITION TITLE:** Coordinator IV, Coordinator of M.Ed. Programs, #6066  
Research, Evaluation, and Assessments  
Teachers College of San Joaquin  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent for Professional Learning and Support, the President of Teachers College of San Joaquin, and the Director of Graduate Studies, the Coordinator IV will provide leadership in M.Ed. advisement and program implementation, assist with program development, conduct research, oversee college-wide assessments and evaluations, and facilitate accreditation activities for the college. The coordinator will maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations specific to program needs and prepare required regional, state, and federal reports in a timely manner. The coordinator will develop the campus organization in preparation for, and successful conduct of, accreditation activities and any follow-up reviews required by each Commission and delegate responsibilities, convene meetings, ensure collaboration by other parties related to program information needs.

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

Possess a valid Clear California Teaching Credential, and three years of teaching experience in a K-12 and/or college setting. Demonstrate aptitude of program development, research, evaluations, and statistical data analyses in a college setting. Comprehend requirements and ability to coordinate reports regarding higher education accreditation policies and procedures (e.g., WASC Senior Colleges and University Commission [WSCUC], California Commission on Teacher Credentialing [CCTC], Integrated Postsecondary Education Data System [IPEDS]).

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

Possess a Doctoral degree. Experience in higher education, five years of teaching experience, and three years of educational administration experience. Possess a Preliminary or Clear Administrative Services Credential. Working knowledge of research and program evaluation, accreditation cycles, ability to run statistical analyses and understand the outcomes for continuous improvement. Significant experience in instructional and professional development strategies and techniques. Expertise in the design and implementation of program reviews. Experience in data collection and analyses for use in the creation and distribution of program evaluation reports for the institution and its accrediting agencies (e.g., WSCUC and CCTC).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- state, regional, and federal regulations pertaining to program evaluations, the accreditation activities for teacher and administrator credentialing programs, and master's degree programs
- various types of statistical data and their respective analyses
- research designs and the appropriate application of methodology

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
- write evaluation documents and/or reports to granting accreditation agencies
- design and implement innovative educational programs
- communicate with accrediting agencies as the liaison of the college
- speak and make presentations before a large group of people
- conduct institutional research and evaluation
- meet deadlines

Possess:

- strong organizational skills
- leadership skills in systems and program development
- a strong work ethic that includes both vision and ability to implement programs
- 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
- strong administration, communication, public relations, and interpersonal skills

### **DISTINGUISHING CHARACTERISTICS:**

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

### **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, faculty, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. 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, faculty, SJCOE staff, school communities, etc.). Represent SJCOE/TCSJ at local, regional, state, and national 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 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 M.Ed. candidates throughout the duration of their program.
14. Prepare required regional, state, and federal reports in a timely manner for submission to the Integrated Postsecondary Education Data System (IPEDS), National Student Loan Data System for Students (NSLDS), WSCUC, and CCTC.
15. Perform periodic review of institutional handbooks, manuals, policies, and guides that apply to accreditation standards (WSCUC and CCTC) and data reporting (IPEDS and NSLDS); and update those documents as necessary, following TCSJ Board policies.
16. Coordinate activities for the Office of Institutional Research and the Institutional Review Board (IRB).
17. Encourage, participate in, and support research, grant writing, publishing, and other scholarly activities of the college.
18. Collect, analyze, interpret, and report data for programmatic decision making and support. Produce tables, graphs, narrative analysis, and dashboards of college data for the means of tracking student cohorts, enrollment, student progress, institutional and learning outcomes, etc.
19. Collaborate with WSCUC and CCTC to prepare for and facilitate all accreditation visits and activities. Develop the campus organization in preparation for, and successful conduct of, accreditation activities and any follow-up reviews required by each Commission.

20. Ensure compliance with privacy, security, and ethical issues.
21. Provide training and coaching to appropriate constituents (e.g., staff, faculty, board) related to the appropriate use of data, analysis, and information to inform decision making.
22. Make sound methodological decisions and present them in a scholarly and informative way to all constituents.
23. Delegate responsibilities, convene meetings, ensure collaboration by other parties related to program information needs. Work with department and program teams to develop instruments for campus-wide, program, course, and faculty evaluations.
24. Participate on key governance committee(s).
25. Provide an institution of higher education perspective and visibility.
26. Serve as a member of the TCSJ Leadership and Strategic Leadership Management Teams.
27. Assist in the development and maintenance of new programs.
28. Incorporate the use of technology into programs as appropriate.
29. 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, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
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 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.