



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Coordinator IV Administrative Services Preliminary and Clear Credential Programs Educational Services	#6060
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree, California Administrative Services Credential, valid California Teaching Credential, and educational administration experience in a K-12 and/or district level setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of educational administration experience in a K-12 and/or district level setting. Possess a Doctorate in an education-related field. Previous work experience supervising and/or supporting teachers and administrators in an educational setting. Experience as an instructor and/or coach in an administrative services credential program in a college or county office of education setting. Working knowledge of curriculum development, program design, course development, and professional development design and facilitation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in supervising staff and planning, setting agendas, and coordinating/conducting meetings/trainings. Knowledge of data collection to inform program evaluation and design. Ability to create and follow policies and procedures. Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; and be able to implement programs. Ability to be flexible based on program needs. 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. Ability to build collaborative working relationships with educational administrators in the region’s schools and districts. Knowledge of state and federal regulations pertaining to accreditation activities for administrative services credentialing and Masters in Education degree programs (e.g. WASC Senior Colleges and Universities Commission (WSCUC) and California Commission on Teacher Credentialing (CCTC)). Ability to write appropriate documents that meet the goals of program implementation and CCTC standards and requirements.

DISTINGUISHING CHARACTERISTICS:

The coordinator series represents advance 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 IV will provide leadership and coordination of the

Administrative Services Preliminary and Clear (Induction) credential programs, as well as assist in the evaluation of the program for TCSJ.

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, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop and disseminate materials to use in outreach efforts.
14. Provide advisement and coordination of candidates throughout the duration of their administrative services credential program (preliminary and/or clear).
15. Develop schedules pertinent to program coursework needs and assign instructors, fieldwork sites, and coaches.
16. Prepare, manage, collect data, and complete required reports for the various agencies this position works with.
17. Serve as a member of the TCSJ Leadership Team.
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 office 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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