



Job Description

POSITION TITLE: Coordinator IV #6270
Teachers College of San Joaquin
Educational Services

SALARY PLACEMENT: Range 14
Management Salary Schedule

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services, the President/Division Director of Teachers College of San Joaquin (TCSJ), and the Director of Graduate Studies, the Coordinator IV will provide leadership, coordination, and evaluation of the teacher residency program for TCSJ.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential, and possess or be eligible for an Administrative Services Credential. Teaching experience in a K-12 and/or district level setting, and experience with teacher residency programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate in an education related field. Ten years of classroom teaching experience, and three years of educational administration experience. Experience teaching courses at the college level with excellent course evaluations and significant experience in designing and providing professional development for novice and veteran educators, knowledge of curriculum development, program design, and course development. Experience with coordinating residency programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow procedures and policies
- supervise, lead, and evaluate staff
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- understand program evaluation and data collection to inform program goals, provide resources, and training when appropriate
- design and implement innovative educational programs
- implement and monitor state and federal regulations pertaining to accreditation activities for teacher credentialing in alignment with the CA Commission on Teacher Credentialing)
- review and evaluate programs, write reports to granting accreditation agencies, and write grants that will support and sustain department/TCSJ activities

Possess:

- strong work ethic that includes both vision and ability to implement programs
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- valid 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

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, and/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. Design, implement, and evaluate all components of the teacher residency program, including coursework, mentor and instructor training, advisement, orientations, supervision, 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.)
14. Oversee Residency@TCSJ program; including developing and maintaining collaborative working relationships with districts, manage site coordinators and mentor teachers, data collection, evaluation, and progress monitoring.
15. Assist and serve as a resource for school sites and districts with implementation of their residency program goals.
16. Collaborate with TCSJ staff in the development and dissemination of materials to use in outreach efforts.
17. Coordinate and provide professional development for schools and districts as needed.
18. Provide advisement and coordination of residency candidates throughout the duration of their program.
19. Provide administrative support to full and part-time faculty.
20. Prepare, manage, collect data, and complete required reports for the various agencies.
21. Serve as a member of the TCSJ Leadership Team.
22. Assist in the development and maintenance of new cohorts within the residency program including evaluation and records.
23. Represent SJCOE/TCSJ at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
24. Incorporate the use of technology into programs as appropriate.
25. 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.
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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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