



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, IMPACT Programs Teacher Development/Teachers College of San Joaquin Educational Services</b>	<b>#6119</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range I</b>	

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

Possess a Master's Degree, valid California Teaching Credential, and an Administrative Services Credential.

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

Five years of classroom teaching experience and three years of educational administration experience. Possess a Doctoral Degree in an education-related field. Five or more years of administrative experience in a K-12 school and/or district-level position. Previous work experience supervising and/or supporting teachers in an educational setting. Working knowledge of curriculum development, instructional and professional development strategies/techniques.

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

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead and evaluate staff. Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; and has a strong work ethic that includes both vision and ability to implement programs. Understands program evaluation and data collection to inform program goals. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. 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.

### **UNIQUE KNOWLEDGE AND SKILLS:**

Ability to design and implement innovative educational programs, as well as carry out the mission and vision of the Teachers College of San Joaquin. Knowledge of state and federal regulations pertaining to general education and special education credentialing and accreditation activities for teacher preparation. Ability to write appropriate documents (e.g. Program Standards) that meet the goals of program implementation. Ability to design programs to support the development of new teachers and to be an instructional leader for faculty and staff.

### **DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three 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 Director I of the IMPACT Program will provide leadership, coordination, and evaluation of the IMPACT teacher credential program for TCSJ/Teacher Development.

**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. Supervise and evaluate staff.
4. Design, 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.).
5. Represent SJCOE/TCSJ at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State Federal laws, codes, and regulations specific to program needs.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Maintain knowledge of specific program budgets and provide supervision of fiscal functions.
13. Work with appropriate staff to develop and disseminate materials to use in outreach efforts.
14. Assist and serve as a resource for school sites and districts with implementation of their program goals and/or mission.
15. Coordinate and provide professional development for faculty as needed.
16. Provide and oversee the advisement and coordination of the IMPACT coordinators, mentors and faculty to ensure adherence to the philosophy of the IMPACT program.
17. Prepare, manage, collect data, and complete required reports for the various agencies this position works with.
18. Serve as a member of the TCSJ Strategic Leadership Team.
19. Assist in the development and maintenance of new programs, including evaluation and records of programs.
20. Incorporate the use of technology into programs as appropriate.
21. 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 and 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.
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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