



Job Description

POSITION TITLE:	Director I Teachers College of San Joaquin Educational Services	#6061
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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

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, provide resources, and training when appropriate. 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.

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 for teacher credentialing, master's degree programs, and Induction (e.g. WASC Senior Colleges and Universities Commission and CA Commission on Teacher Credentialing). Understand and possess the ability to review and evaluate programs, write reports to granting accreditation agencies, and write grants that will support and sustain department/TCSJ activities.

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 President/Division Director of Teachers College of San Joaquin (TCSJ), the Director I (Director of Graduate Studies and Research) will provide leadership, coordination, and evaluation of the graduate M.Ed. programs for 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. 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, instructors, supervisors, SJCOE staff, school communities, etc.).
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State 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, effective, and collaborate working relationships with others in the department and SJCOE.
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. Maintain full knowledge of graduate studies budgets and provide support and supervision of fiscal functions.
14. Oversee the implementation of all programs within the graduate studies department.
15. Collaborate with TCSJ staff in the development and dissemination of materials to use in outreach efforts.
16. Assist and serve as a resource for school sites and districts with implementation of their program goals and/or mission.
17. Coordinate and provide professional development for schools and districts as needed.
18. Provide advisement and coordination of M.Ed. 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 this position works with.
21. Serve as a member of the TCSJ Leadership Team.
22. Assist in the development and maintenance of new programs, including evaluation and records of programs.
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. Provides oversight of institutional research, evaluation, and program review.
26. 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 a 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.

10/10/2019 final sc