



Job Description

POSITION TITLE:	Division Director/President Teachers College of San Joaquin (TCSJ) Educational Services	#6082
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 02	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, the Division Director/President of Teachers College of San Joaquin (TCSJ) will be responsible for the college's strategic planning and implementation of goals, and any programs or projects relating to the master's degree offerings, as well as the credentialing of teachers and administrators. This position will seek out grants and resources to establish and maintain outstanding degree and credential programs. The Division Director/President will be responsive and provide on-going support to the diverse K-12 community we serve.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctoral Degree or be currently enrolled in a doctoral program. Possess a valid California Teaching Credential and an Administrative Services Credential. A minimum of five years of successful administrative experience in higher education, district, or county office, managing, supervising, and evaluating programs, staff, and students.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of successful experience as an instructor in higher education. Experience managing budgets, writing grants and accreditation reports. Experience developing, conducting, and implementing professional learning opportunities for educators.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- institutional research, program evaluation, data collection and analysis
- accreditation requirements, procedures, and activities (e.g., WASC, Senior Colleges and Universities Commission and California Commission on Teacher Credentialing)
- equitable teaching and learning practices at the master's level and teacher and administrator preparation programs

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee operational functions, academic and student affairs, large budgets, and financial reports
- direct current and long-term strategic initiatives appropriate for the college
- create and sustain a climate of innovation, transparency and accessibility with staff, students, faculty, and stakeholders

Possess:

- leadership and strong communication skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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.

DISTINGUISHING CHARACTERISTICS:

The Division Director/President represents Range 02 on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience. The Division Director/President of Teachers College of San Joaquin will provide leadership of the college, adhering to its mission.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with higher education institutions, school districts, community organizations, government agencies, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Train and support leaders and staff within the organization to ensure a positive, innovative, productive college environment.
5. 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.
6. Work collaboratively with the board on setting strategic goals. Recommend policies for Board action.
7. Represent the College, as well as SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
8. Communicate and support the mission and philosophy of Teachers College of San Joaquin (TCSJ).
9. Serve as primary liaison between the college, TCSJ the Governing Board, Board committees and County Superintendent of Schools.
10. Maintain academic programs in accordance with accreditation standards and assures that the College operates in compliance with applicable federal, state and local laws and regulations.
11. Promote diversity to ensure active engagement in TCSJ programs by under-represented groups.
12. Develop, implement, and monitor the TCSJ Strategic Plan.
13. Maintain current knowledge and interpret applicable rules, policies, procedures, contracts, State and Federal laws, codes, and regulations as they pertain to higher education.
14. Communicate effectively both orally and in writing.
15. Analyze situations accurately and adopt an effective course of action.
16. Establish and maintain cooperative and effective working relationships with others.
17. Work independently with little direction.
18. Meet schedules and timelines.
19. Prepare reports as needed for program e.g., accreditation, grant or financial reports.
20. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
21. Write grants for funding new innovative projects.
22. Work with other members of Educational Services and other SJCOE departments.
23. 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 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.

10/14/2021 final sc