



Job Description

POSITION TITLE:	Director III, Dean of Academic Affairs Teachers College of San Joaquin (TCSJ) Professional Learning and Support	#6187
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 1	

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent of Professional Learning and Support and the President/Division Director of Teachers College of San Joaquin (TCSJ), the Director III will ensure the academic integrity of the college for curricular, instructional and research affairs, as well as support the President in management of the college.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree or be currently enrolled in a doctoral program, a valid Clear California Teaching Credential, and a Clear California Administrative Services Credential. Five years of classroom teaching experience (K-12 and/or higher education), and five years of educational administration experience (K-12 and/or higher education.).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree in an education related field. Five or more years of successful administrative experience in a college or university and/or teaching college level courses. Previous work experience supervising, evaluating, and/or supporting staff and faculty, including the development of programs and courses at a college or university level. Leadership and oversight of activities related to accreditation cycles and oversight of program submissions to accrediting agencies. Experience in the writing and management of grants and oversight of professional learning activities for faculty. Experience in budget development and oversight.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software and instructional technology
- accreditation requirements, procedures, and activities (e.g., WSCUC and CCTC)
- equitable teaching and learning practices at the master's degree level and teacher and administrator preparation programs

Ability to:

- supervise, lead, and evaluate staff
- understand program evaluation and data collection to inform program goals, provide resources, and training when appropriate
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- operate a computer

- work in a collaborative setting
- successfully manage multiple tasks concurrently
- design and implement innovative educational, academic programs for adults
- implement and monitor programs

Possess:

- leadership skills in collaborating with a variety of constituent groups in fulfilling the mission, vision, and goals of the college
- a strong work ethic and organizational skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- administration, communication, public relations, and interpersonal skills
- 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 Director III represents Range I of the Administrative Council Salary Schedule, and provides leadership and vision for the organization. This position requires educational management experience.

ESSENTIAL FUNCTIONS:

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

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 material and information concerning department programs, services, operations, and activities; represent 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. Provide leadership for all academic programs (e.g., credentials and M.Ed.), including alignment of and adjustments to programs and courses, as well as coordinate faculty professional learning activities.
14. Attend TCSJ Governing Board meetings.
15. Encourage, participate, and support research, grant-writing, publishing, and other activities of the college.
16. Oversee the office of institutional research and the Institutional Review Board (IRB) activities.
17. Oversee TCSJ's Program Review process.
18. Provide leadership in the development of or changes to academic policies and procedures.
19. Assist the President and college leadership on achieving priority institutional objectives focused on student learning and success, such as coordinate activities and action plans with the Governing Board, staff, and faculty on initiatives within TCSJ's Strategic Plan.
20. Provide oversight and assistance of new program (re)design and writing for program submissions to accrediting agencies.
21. Share outcome data with leadership, Governing Board, faculty, and students.
22. Serve as a member of the TCSJ Strategic Leadership Team.
23. Support the President in the fiscal management of the college, overseeing and managing budgets associated with academic operations and grants.
24. Act as the President's designee in their absence.

25. All other duties as assigned.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

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.

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