



Job Description

POSITION TITLE:	Director I, Graduate Studies & Research Teachers College of San Joaquin (TCSJ) Professional Learning and Support	#6061
SALARY PLACEMENT:	Senior Management 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 I (Director of Graduate Studies and Research) will provide leadership, coordination, and evaluation of the graduate programs for Teachers College of San Joaquin (TCSJ).

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a master's degree, valid clear California Teaching Credential, and a clear California Administrative Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a doctorate in an education related field. Five years of K-12 and/or college-level classroom teaching experience, and three years of educational administration experience. Five or more years of administrative experience in a K-12 school district, or higher education position. Previous work experience supervising 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 professional learning activities for faculty. Familiarity with or willingness to develop expertise in accreditation processes, requirements, and related activities (e.g., WSCUC, CCTC).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software and instructional technology
- equitable teaching and learning practices at the master's degree level and administrator preparation programs

Ability to:

- supervise, lead, and evaluate staff and faculty
- operate a computer
- understand program evaluation and data collection to inform program goals, provide resources, and training when appropriate
- be flexible based on program needs
- manage and oversee budgets
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- design and implement innovative educational, academic programs for adult learners
- 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 I series represents advanced management positions and has three levels.

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, faculty, 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 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, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program
12. Oversee and manage budgets.
13. Maintain full knowledge of graduate studies budgets and provide oversight 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. Attend TCSJ Governing Board meetings.
17. Provide advisement and coordination of M.Ed. candidates throughout the duration of their program.
18. Provide academic support to full and part-time faculty.
19. Prepare, manage, collect data, and complete required reports for the various agencies this position works with.
20. Serve as a member of the TCSJ Strategic Leadership Team.
21. Assist in the development and maintenance of new programs, including evaluation and records of programs.
22. Represent SJCOE/TCSJ at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
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.

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