



Job Description

POSITION TITLE:	Coordinator II, IMPACT Learning Community and District Liaison Teacher's College of San Joaquin Professional Learning and Support	#6115
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SALARY PLACEMENT:	Management Salary Schedule Range 12
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SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Division Director, Teachers College of San Joaquin (TCSJ), the IMPACT Learning Community & District Liaison will support TCSJ's IMPACT Intern Program. Duties will include coordinating and facilitating partnerships between interns, mentors, district personnel, and site mentors. In addition, the IMPACT Learning Community & District Liaison will be responsible for conducting professional development for program mentors.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and two years of experience in a district or school site administrative position. Experience working with adult learners and conducting professional development activities. Possess a doctorate degree in an education related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- operate a computer
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- meet deadlines
- create and follow policies and procedures
- be flexible with schedule and workload based on program needs
- work with program personnel (staff, faculty, candidates) and community stakeholders (district and site personnel)

Possess:

- organization skills
- strong work ethic that includes both vision and ability to implement programs
- 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
- leadership skills in systems and program development.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four 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, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. 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.).
4. Represent SJCOE/TCSJ 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 Federal laws, codes, and regulations specific to program needs.
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. Incorporate the use of technology into programs as appropriate.
14. Serve as a member of the TCSJ Leadership Team.
15. Work with staff in the implementation of the IMPACT Program for general and special education candidates.
16. Plan, prepare and implement professional development for program mentors/supervisors and site peer mentors.
17. Prepare, manage, collect data, and complete required reports for the various agencies associated with this position.
18. Be a faculty member for the Teachers College of San Joaquin.
19. 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 the 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 environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.