



Job Description

POSITION TITLE:	Director I, IMPACT Programs Teachers College of San Joaquin Professional Learning and Support	#6119
SALARY PLACEMENT:	Senior Management Salary Schedule Range I	

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent for Professional Learning and Support and the Division Director/President of Teachers College of San Joaquin (TCSJ), the Director I of the IMPACT Program will provide leadership, coordination, and evaluation of the IMPACT teacher credential programs for TCSJ.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and three years of educational administration experience. Possess a Doctoral Degree in an education-related field. Five or more years of administrative experience in a K-12 school and/or district-level position. Previous work experience supervising and/or supporting teachers in an educational setting. Working knowledge of curriculum development, evidence-based and research-based pedagogy, facilitation of adult learning and program evaluation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- state and federal regulations pertaining to general education and special education credentialing and accreditation activities for teacher preparation
- accreditation requirements, procedures, and activities related to teaching credentialing programs (e.g., California Commission on Teacher Credentialing)
- assigned software
- program evaluation and data collection to inform program goals

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- design and implement innovative educational programs
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- write appropriate documents and reports (e.g., CCTC Program Standards) that meet the goals of program implementation

- design programs to support the development of new teachers and to be an instructional leader for faculty and staff

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a 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

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, local education agencies (LEA), community and business organizations, state and federal government agencies, staff, faculty and students.
2. Maintain confidentiality on issues concerning program, students, and staff.
3. Supervise and evaluate staff, addressing personnel issues as needed.
4. Design, coordinate, and conduct a variety of meetings, professional learning workshops, and/or conferences to support the mission, vision, and values of the college and the IMPACT programs.
5. Represent SJCOE/TCSJ at local, regional, and state meetings, conferences, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, state and federal laws, Education codes, and regulations specific to program needs.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Oversee and manage budgets.
13. Oversee all operational aspects related to IMPACT program service at both the main and satellite campuses.
14. Coordinate and maintain the partnership with the IMPACT program satellite campus and host school district.
15. Maintain knowledge of specific program budgets and provide supervision of fiscal functions.
16. Work with appropriate staff to develop and disseminate materials to use in outreach efforts.
17. Assist and serve as a resource for school sites and LEA's with implementation of their program goals and/or mission.
18. Coordinate and provide professional learning for faculty and staff as needed.
19. Provide and oversee the advisement and coordination of the IMPACT coordinators, mentors, and faculty to ensure adherence to the philosophy of the IMPACT program.
20. Prepare, manage, collect data, and complete required reports for submission to state and accreditation agencies related to the IMPACT program.
21. Serve as a member of the TCSJ Strategic Leadership Team.
22. Assist in the development and maintenance of new programs, including evaluation and records of programs.
23. Incorporate the use of technology into programs as appropriate.
24. 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 and 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.
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.

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