



Job Description

POSITION TITLE:	Coordinator II Administrative Services Preliminary and Clear Credential Programs Teacher's College of San Joaquin (TCSJ) Educational Services	#6275
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the President of Teachers College of San Joaquin (TCSJ), the Coordinator II, will provide leadership, coordination, and participate in program evaluation for the Administrative Services Preliminary and Clear (Induction) credential programs.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's degree, a valid California Teaching Credential, a valid Administrative Credential, a certificate of eligibility, or be eligible to apply for a Waiver, or Intern Administrative Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of educational administration experience in a K-12, district, and/or institution of higher education setting. Possess a Doctorate degree in an education-related field. Previous work experience in supervising and/or supporting teachers and administrators in an educational setting. Experience as an instructor and/or coach in an administrative services credential program in a college or county office of education setting. Working knowledge of curriculum development, program design, course development, and professional development design and facilitation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- state and federal regulations pertaining to accreditation activities for administrative services credentialing and Masters in Education degree programs (e.g., WASC Senior Colleges and Universities Commission and California Commission on Teacher Credentialing)

Ability to:

- operate a computer
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- meet deadlines
- be flexible based on program needs
- design, coordinate and implement innovative educational programs
- write appropriate documents that meet the goals of program implementation and CCTC standards and requirements

Possess:

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

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 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. Supervise and evaluate staff.
13. Monitor and provide advisement to candidates throughout the duration of their program.
14. Provide advisement and coordination of candidates throughout the duration of their administrative services credential program (preliminary and/or clear).
15. Prepare, manage, collect data, and assist with completing the required reports for the various agencies this position works with.
16. Support appropriate grants acquired by the college.
17. Serve as a member of the Teachers College of San Joaquin Leadership Team.
18. Assist in the development and maintenance of new programs.
19. Incorporate the use of technology into programs as appropriate.
20. 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.