



Job Description

POSITION TITLE:	Coordinator II, Teacher Induction and Professional Learning Teachers College of San Joaquin Educational Services	#5080
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SALARY PLACEMENT:	Management Salary Schedule Range 12
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SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, and the President of Teachers College of San Joaquin and the Director of Graduate Studies, this person will coordinate all aspects of Teacher Induction as well as design and implement professional learning programs for educators. The Coordinator II will conduct and coordinate large meetings/trainings/workshops and supervise staff.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teacher Credential. Previous work experience in providing professional learning opportunities to novice and veteran educators.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience, and three years of educational administrative experience. Possess a Doctorate or Master's Degree in an education-related field and a Preliminary or Clear Administrative Services Credential. Working knowledge of supporting novice teachers and understanding of related research. Experience working with educational agencies, school districts, colleges, and the community.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- utilize data to inform program goals
- be flexible based on program needs
- create and follow policies and procedures
- must furnish own transportation as required to fulfill job duties
- design and implement innovative educational programs
- write appropriate evaluation documents that meet the goals of program implementation

Knowledge of:

- assigned software
- state and federal regulations pertaining to accreditation activities (e.g. WASC Senior College and Universities Commission and California Commission on Teacher Credentialing)

Possess:

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

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

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 staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities;
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Coordinate and monitor admissions, enrollment and registration of program participants.
15. Act as liaison with the credential technician to ensure accurate program status and related reporting/documentation as required by the program, the California Commission on Teacher Credentialing, and other state agencies.
16. Participate as a member of the Teachers College of San Joaquin Leadership team.
17. Design and implement innovative professional learning opportunities for educators.
18. Incorporate the use of technology into programs as appropriate.
19. All other duties 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/typewriter, 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.

1/4/2022 final sc