



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Residency Program Teachers College of San Joaquin Professional Learning and Support</b>	<b>#6271</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent for Educational Services and the President/Division Director of Teachers College of San Joaquin (TCSJ), the Coordinator IV will provide leadership and coordination, of the teacher residency program for TCSJ.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree, valid California Teaching Credential, possess or be eligible for an Administrative Services Credential, teaching experience in a K-12 and/or district level setting, and experience with teacher residency programs.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Doctorate in an education related field. Ten years of classroom teaching experience, and three years of educational administration experience. Experience teaching courses at the college level with excellent course evaluations and significant experience in designing and providing professional development for novice and veteran educators, knowledge of curriculum development, program design, and course development.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- state and federal regulations pertaining to accreditation activities for teacher credentialing, master's degree programs, and Induction (CA Commission on Teacher Credentialing)

Ability to:

- operate a computer
- to supervise, lead, and evaluate staff
- work in a collaborative setting
- successfully manage multiple tasks concurrently
- understand program evaluation and data collection to inform program goals, provide resources, and training when appropriate
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- design and implement innovative educational programs

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- strong work ethic that includes both vision and ability to implement programs

- the ability to review and evaluate programs, write reports to granting accreditation agencies
- 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. 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 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. Design, implement, and evaluate all components of the teacher residency program, including coursework, mentor and instructor training, advisement, orientations, supervision, 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.)
14. Provide support and supervision of fiscal functions, including assisting in the completion of grant reports.
15. Oversee Residency@TCSJ program; including developing and maintaining collaborative working relationships with districts, manage site coordinators and mentor teachers, data collection, evaluation, and progress monitoring.
16. Assist and serve as a resource for school sites and districts with implementation of their residency program goals
17. Collaborate with TCSJ staff in the development and dissemination of materials to use in outreach efforts.
18. Coordinate and provide professional development for schools and districts as needed.
19. Provide advisement and coordination of residency candidates throughout the duration of their program.
20. Provide administrative support to full and part-time faculty.
21. Assist in preparing, managing, and collecting data and completing required reports for the various agencies.
22. Serve as a member of the TCSJ Leadership Team.
23. Assist in the maintenance of new cohorts within the residency program including evaluation and records.
24. Represent SJCOE/TCSJ at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
25. Incorporate the use of technology into programs as appropriate.
26. 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 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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