



## Job Description

---

**POSITION TITLE:** Coordinator II, Teacher Preparation Programs #6144  
Teacher's College of San Joaquin (TCSJ)  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

---

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**  
Possess a clear California Teaching Credential.

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

Five years of classroom teaching experience. Possess a Master's Degree in an education-related field and an Administrative Services Credential with educational administration experience. Previous work experience in providing professional development to teachers, supervising and/or supporting teachers in an educational setting.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/facilitating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; possess organization skills and ability to meet deadlines; and has a strong work ethic that includes both vision and ability to implement programs. Knowledge of curriculum standards and frameworks, as well as curriculum development (e.g. project-based learning), research-based instructional strategies, and teaching diverse student populations (e.g. English Language Learners and special needs) Ability to create and follow policies and procedures. Possess 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.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to design, coordinate and implement innovative educational programs. Knowledge of state and federal regulations pertaining to teacher preparation standards, credentialing, and accreditation or evaluation activities, (e.g. California Commission on Teacher Credentialing).

**DISTINGUISHING CHARACTERISTICS:**

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

**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 Teacher Preparation Programs.

**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. Monitor and provide advisement to candidates throughout the duration of their program.
14. Work with faculty on the development of courses, program evaluation, and schedules within the teacher preparation program.
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 TCSJ 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/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.

6/5/2017 final sc