



Job Description

POSITION TITLE:	Division Director/President Teachers' College of San Joaquin (TCSJ) Educational Services	#6082
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 02	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. A minimum of five years of successful administrative experience at the district, county office or university level managing, supervising and evaluating programs, staff and students.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE: Doctorate in an educational field. Successful experience as an instructor at the university level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Knowledge of accreditation requirements, procedures and activities (e.g. WASC, Senior Colleges and Universities and California Commission on Teacher Credentialing). Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. 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:

Valid California Teaching Credential and an Administrative Services Credential.

DISTINGUISHING CHARACTERISTICS:

The Division Director represents Range 02 on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience. The President of Teachers College of San Joaquin will provide leadership of the college, adhering to its mission.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, the Division Director/President of Teachers' College of San Joaquin (TCSJ) will be responsible for any programs or projects relating to the credentialing of teachers and administrators. This position will seek out grants, foundations, and other agencies funding to establish and maintain outstanding teacher and administrative programs.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

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 and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff development, 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. Communicate the mission and philosophy of Teachers College of San Joaquin (TCSJ).
7. Serve as primary liaison between the college, the Governing Board, Board committees and County Superintendent of Schools.
8. Maintain academic programs in accordance with accreditation standards and assures that the College operates in compliance with applicable federal, state and local laws and regulations.
9. Promote diversity to ensure active engagement in TCSJ programs by under-represented groups.
10. Develop, implement, and monitor the TCSJ Strategic Plan.
11. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
12. Communicate effectively both orally and in writing.
13. Analyze situations accurately and adopt an effective course of action.
14. Establish and maintain cooperative and effective working relationships with others.
15. Work independently with little direction.
16. Meet schedules and time lines.
17. Prepare reports as needed for program.
18. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
19. Write grants for funding teacher development projects.
20. Direct the identification and recruitment of future teachers and administrators.
21. Work with other members of Educational Services.
22. 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 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 and/or outdoors 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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