

**JOB DESCRIPTION**

**Job Title:** Coordinator, California Center on Teaching Careers/Residency Programs (9771)

**Job Summary:**

Under the direction of the California Center on Teaching Careers Director and/or designee, the job of Coordinator will be to plan, organize, coordinate, and implement operations and activities for the department as well as collaborate with districts, county offices of education, institutions of higher learning, and state and federal organizations. The coordinator will assist in the development and monitoring of program budgets, financial reports, data collection, program evaluation procedures, administration of residency programs, and expansion of services. The coordinator will travel in-state and out-of-state to facilitate trainings, attend state and federal conferences, and present at conferences. The coordinator will train, supervise, and evaluate assigned personnel.

**Essential Duties:**

- Assists Executive Director and Program Manager in the implementation of recruitment plans for the California Center on Teaching Careers for the purpose of seeking, screening, referring and supporting potential new teachers and residents;
- Coordinate statewide recruitment activities and projects for the purpose of collaborating with various state and federal organizations to address the issue of recruiting as well as growing their own teachers highly qualified teachers for California districts;
- Conduct presentations statewide and out-of-state for the purpose of recruiting paraprofessionals, new college graduates, credentialed teachers, and career changers into the teaching profession;
- Interviews/Screens teacher candidates for the purpose of ensuring that they are suitable for the districts in California;
- Assist in coordinating activities designed to enhance residency programs including, but not limited to, meetings, long and short-term projects, committees, special events, and a variety of special projects;
- Travel to various locations in-county, out-of-county, and out-of-state for the purpose of organizing recruitment events, participating in meetings with collaborators, and presenting at organized events;
- Act as a liaison between residency partners, stakeholders, leadership, faculty, counselors, and staff to ensure program alignment, promote programs, functions, activities, goals, and objectives;
- Assist in coordination of marketing and advertising (nweb-based platforms, social media, etc) for the purpose of promoting programs administered by the office and attracting more candidates to the residency programs;
- Collaborate with university faculty and district partners to deliver curricula and/or professional learning aligned with the mission and vision of the residency partnerships;
- Collaborate with school districts, county offices of education, institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers program for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract and train new teachers;
- Create reports, presentations, program procedures and training for the purpose of program implementation.
- Facilitate communications to employees, program participants, reports, surveys, forms, paper screening criteria, and interview questions for the purpose of providing information to the public;
- Collaborate with Executive Director on budget development and monitoring for the purpose of maintaining accurate records and reporting out to state and federal stakeholders;
- Assist the Executive Director for the purpose of seeking new federal and state funding through grant writing.
- Manage/Implement financial incentives offered by federal and state grants for the purpose of providing financial assistance to program participants;
- Train participating teacher candidates for the purpose of streamlining the job search and application process for all applicants;
- Coordinate local, regional, and statewide development trainings for the purpose of providing needed training to all teacher prospects;
- Train participating districts statewide for the purpose of streamlining the application, screening and selection process of all teacher candidates, and sharing best practices;

- Supervise and evaluate assigned classified staff for the purpose of monitoring performance and providing professional growth;
- Performs other duties as assigned by the Executive Director for the purpose of meeting the mission and goals of all state and federal programs administered under California Center on Teaching Careers and Residency Programs;

**Responsibilities include:** Working under limited supervision following standardized practices and/or methods; directing other persons; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Skills to:**

- communicate effectively, verbally, and in written form in both English and Spanish, preferred;
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
- facilitate and execute group activities;
- plan, organize, and implement recruitment activities in-state and out-of-state;
- collect accurate data to assemble and deliver required budgetary reports;
- operate office machines such as computer equipment, specific software, LCD projectors, teleconference equipment;

**Knowledge of:**

- state and federal grant writing procedures;
- state and federal grant data collection and reporting procedures;
- state and federal budget development and tracking;
- recruitment practices, strategies, procedures and marketing procedures;
- interviewing techniques;
- California Commission on Teacher Credentialing certification procedures;
- residency program requirements and procedures;
- alternative route credential program requirements and procedures;
- outreach techniques and strategies for specific teacher targeted groups;

**Ability to:**

- supervise, train and evaluate classified staff;
- administer budgets and maintain accurate records;
- understand and explain regulations, policies and procedures;
- coordinate, prioritize, organize and schedule a variety of activities, projects and events;
- meet schedules, timelines, and deadlines;
- communicate with individuals of varied cultural and education backgrounds;
- travel frequently in-state and out-of-state;
- design and make presentations using presentation software and other media;
- establish and maintain cooperative and effective working relationships with personnel and faculty from districts, county offices of education, local businesses and universities;
- work with minimal supervision;

**Experience Required:**

- Minimum of 3 years of experience in working with residency programs/teacher preparation programs and collaborating with school districts, COEs, and universities;
- Experience working with grants is preferred;
- Experience working in programs sponsored by education/government agencies; research, development, implementation and evaluation of successful programs is preferred;

**Education Required:**

- Bachelor's degree
- Master's Degree

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response upon hire.
- Willingness to travel extensively in-state and out-of-state required.

**FLSA Status:** *Exempt***October 2023**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.