

Tulare County Office of Education

## **JOB DESCRIPTION**

**Job Title: *Coordinator IMPACT/Grant Coordinator  
California Center on Teaching Careers (9787)***

### **Job Summary:**

The job of the Coordinator IMPACT/Grant Coordinator California Center on Teaching Careers, is done for the purpose/s of recruitment and support of teacher prospects, career changers, novice and experienced teachers, and mentors/supervisors, assisting in the coordination of, and supporting the admissions and student service requirements of the teacher preparation programs for the California Center on Teaching Careers under the direction of the Executive Director, and providing administrative support where appropriate including, but not limited to, record keeping, report writing, teaching and community relations.

### **Essential Functions:**

- Oversees California Center on Teaching Careers day-to-day operations related to recruitment, screening, and referral under the supervision of Executive Director.
- Provides support to and collaborates with all partners including teacher prospects, credentialed teachers, districts, county offices of education, institutions of higher education, and community liaisons.
- Collaborates 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.
- Presents to high school and community college students, recent college graduates, career changers, and paraprofessionals for the purpose of attracting more prospects into the teaching profession.
- Reviews and updates program materials for the purpose of providing participants with the necessary information and/or resources for teacher preparation program completion.
- Recruits teacher candidates for the purpose of providing a qualified pool of candidates to university teacher preparation programs as well as district or county office alternative certification programs.
- Attends meetings of the California Center on Teaching Careers, Regional District Intern Programs, California Teacher Corps, Federal and State Grants and other groups for the purpose of conveying and/or gathering information required to perform job functions.
- Facilitates communications to employees, program participants, reports, surveys, forms, paper screening criteria, and interview questions for the purpose of providing information to the public.
- Assists the Executive Director with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- Assists the Executive Director with the development and implementation of all Intern components of the state requirements of the Standards of Quality and Effectiveness for a Professional Teacher Intern Program for the purpose of state credentialing of the IMPACT Intern Program.
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- Collaborates with programs, IHE's, and other stakeholders for the purpose of developing alternative recruitment resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- Collaborates with program supervisors and mentors for the purpose of sharing a clear understanding of the support program requirements mandated by state.
- Trains and supports program instructors for the purpose of meeting state mandated content delivery for alternative teacher preparation programs.
- Communicates with participating teachers, sites, and districts for the purpose of clarifying alternative credentialing requirements.
- Maintains accurate records and reports for the purpose of ensuring that participants complete credential requirements, and ensuring that the program meets the requirements of state program standards.

- Plans/provides diverse professional development for the purpose of training participants as required by the program standards.
- Supports program staff and participant involvement for the purpose of maintaining effective program management.
- Supports staff for the purpose of adhering to agency employment policies.
- Teaches evening classes for the purpose of providing course work leading to a Preliminary Teaching Credential.
- 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 New Teacher & Leadership Development Programs.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- Communicate effectively, verbally, and in written form of English (verbal and written knowledge and understanding of 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:**

- California Standards for the Teaching Profession;
- Standards of Quality and Effectiveness for Professional Teacher Intern Programs;
- Learning theory, curriculum instruction, and assessment;
- Effective professional development models and strategies;
- How to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
- Effective use of time and resources to accomplish project objectives;
- Recruitment practices, strategies, procedures and marketing procedures;
- Interviewing and selecting techniques;

**Ability to:**

- Assist with maintaining a professional support program that enables participants to acquire skills and knowledge contained in the California Standards for the Teaching Professions and meet California Intern Standards;
- Organize and conduct credential course work;
- Assist site administrators in the selection and monitoring of experienced Practicum Supervisors to ensure quality and consistency in the support and assessment of Intern Teachers;
- Participate in, and provide professional development training;
- Use the California Formative Assessment and Support System for Teachers (CFASST) as a basis for services to Intern teachers, Practicum Supervisors, and site administrators;
- Support a communication plan to disseminate IMPACT Intern program information and provide feedback among participants;
- Assist in conducting periodic program evaluation;
- Maintain accurate records and complete required reports;
- Communicate effectively, verbally, and in writing;
- Travel frequently in-state and out-of-state;
- Work a flexible schedule including evenings and weekends.

**Responsibilities include:** Working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Nearly the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility is required.

**Education Required:**

- Bachelor's degree required; Master's degree in job-related area preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance;
- Valid California Teaching Credential;
- Valid California Administrative or Supervisory Credential;
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**May 2017**

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.