

Job Summary:

Under the direction of the California Center on Teaching Careers (CCTC) Director and/or designee, plan, organize, coordinate, and implement operations and activities to support teacher recruitment, residency, and apprenticeship initiatives. The Coordinator provides subject matter expertise in apprenticeship and residency models, program design, and technical assistance and collaborates with districts, county offices of education, higher education institutions, and state and federal agencies to strengthen California's teacher and education-to-workforce pipelines. The position also serves as the regional lead for the State Residency Technical Assistance Center (SRTAC), assists in developing and monitoring budgets, managing grants and contracts, supervising staff, and presenting at local, state, and national events.

Essential Duties:

- Serve as the lead for apprenticeship models, including On-the-Job Training (OJT), Paid Work Experience, and Paid Internships.
- Act as a liaison among local, regional, and statewide stakeholders, including districts, county offices of education, universities, state and federal agencies, and other educational organizations.
- Serve as the Central Valley Regional Lead for the State Residency Technical Assistance Center (SRTAC) to ensure alignment with residency program outcomes.
- Integrate best education-to-work practices across residency, apprenticeship, and recruitment initiatives to ensure program alignment, consistency, and effective collaboration among partners.
- Serve as a liaison between residency partners, stakeholders, leadership, faculty, teachers, school counselors, and staff to ensure program alignment and promote programs, functions, activities, goals, and objectives.
- Work closely with the Residency Lab, the CSU Chancellor's Office, the California Commission on Teacher Credentialing, SRTAC, and the California Department of Education to develop and implement systems that support consistent, high-quality residency and apprenticeship programs statewide.
- Provide technical assistance and guidance on compliance with DAS, Department of Labor, and state program standards.
- Manage regional and statewide deliverables, including webinars, data collection and analysis, online communities of practice, and grant reporting.
- Plan, organize, and implement operations and activities related to CCTC's residency and apprenticeship programs to support recruitment, training, and retention of highly qualified educators.
- Lead outreach, networking, and partnership-building efforts with employer organizations, apprenticeship committees, and education agencies.
- Provide technical assistance and support services for apprenticeship and residency programs from design through implementation.
- Oversee data management systems to monitor outcomes, ensure compliance, and inform program improvement.
- Coordinate and implement program budgets, financial incentives, contracts, and sustainability plans in collaboration with program staff.
- Assist in identifying and securing new funding opportunities through grants and partnerships to support program expansion and sustainability.
- Facilitate communication among program participants, employees, and external partners through reports, surveys, and informational materials.
- Prepare and present reports, proposals, and presentations for stakeholders, funders, and governing agencies.
- Maintain accurate financial and operational records and support fiscal reporting for grants and contracts.
- Support districts and program partners in streamlining candidate recruitment, screening, and placement processes, and in aligning best practices.
- Coordinate and facilitate local, regional, and statewide professional development for teacher candidates and district partners to share best practices in recruitment, selection, and support.
- Collaborate with state and federal agencies, university faculty, and other organizations to design and deliver curriculum, training, and professional development that meet state standards.
- Strengthen employer partnerships and industry connections to enhance workforce pathways and expand apprenticeship opportunities across sectors.
- Represent the California Center on Teaching Careers, SRTAC, and apprenticeship programs at conferences, public meetings, and professional forums.
- Provide training and guidance for teacher candidates on job search strategies, application procedures, and interview preparation.

- Conduct presentations and facilitate trainings statewide and nationally to promote educational recruitment, residency, and apprenticeship opportunities.
- Train and supervise assigned classified staff to support professional growth and effective program operations.
- Assist with screening, interviewing, and referring teacher candidates to participating districts to ensure alignment with local hiring needs and credentialing requirements.
- Coordinate marketing and advertising efforts across web-based platforms and social media to promote recruitment, residency, and apprenticeship programs administered by CCTC.
- Attend regional and statewide meetings, committees, and conferences to maintain current knowledge of residency program, credentialing, and accreditation requirements.
- Perform other related duties as required

Responsibilities include: working independently under broad organizational guidelines to achieve program objectives; supervising staff and overseeing an assigned work area; managing and coordinating the use of program funds. 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:

- Interpret and apply policies, rules, regulations, and procedures.
- Analyze problems, identify solutions, project consequences, and implement recommendations.
- Plan, organize, and implement in-state and out-of-state recruitment activities.
- Facilitate and execute group activities, meetings, and professional learning sessions.
- Collect, analyze, and report accurate data for program evaluation and budgetary reporting.
- Communicate clearly and effectively in verbal and written formats.
- Establish and maintain productive working relationships with staff, partners, and stakeholders.
- Operate a computer and utilize a variety of applicable software programs and technology platforms.

Knowledge of:

- California standards, performance expectations, and credentialing requirements related to all educational preparation programs.
- Methods for planning, coordinating, and facilitating collaborative relationships, activities, and services involving diverse groups of people.
- Best practices for program evaluation, data analysis, and continuous improvement in educator preparation programs.
- Effective use of time, personnel, and resources to accomplish program goals and objectives.
- Fiscal and budgetary procedures related to grants, contracts, and program operations.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Develop partnerships with educational stakeholders.
- Select, train, and support mentors and site administrators.
- Create and manage communication plans to disseminate information and promote program opportunities.
- Coordinate fiscal operations, budgeting, and reporting for assigned programs.
- Work independently and collaboratively to meet deadlines and manage multiple projects simultaneously.
- Exercise sound judgment, discretion, and professionalism in all interactions with partners and stakeholders.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively in oral and written English.
- Supervise, mentor, and evaluate assigned staff.
- Travel to various locations within and outside of the county, using personal vehicle, if necessary.

Education Required:

- Bachelor's degree is required.
- Master's degree is preferred.

Experience Required:

- Five (5) years of experience working in an educational setting, including at least three (3) years of experience working with educational preparation programs at school districts, county offices of education, and/or universities.
- One (1) year of experience in a leadership or management role.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Bilingual in English and Spanish preferred.

FLSA Status: Exempt

October 2025

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.