



Position: Teacher Pathway Program Coordinator	Position Number:
Department/Site: Academic Affairs	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 36

DESCRIPTION:

Under the direction of the Director of Academic Affairs, Teacher Program Pathway or other assigned administrator, plans and performs a variety of duties associated with the District's Teacher Pathway Program (TPP) and General Education Pathways, organizes and coordinates activities and support for students, aligns curricular and scheduling efforts; prepares and maintains records, files, and reports related to the program. This position recruits future educators for both single and multiple subject teaching as well as other educational roles, provides them with intensive follow up services and guidance, tutoring, mentoring, and social interactions revolving around various disciplines, and encourages them to transfer and complete a baccalaureate degree leading to a career in education. This position lines up curricular guided pathways for teachers as well as students in general education pattern.

REPRESENTATIVE DUTIES:

- Plan, develop and implement program goals and services in accordance with grant requirements.
- Evaluate existing services and student needs by attending campus meetings and office workshops and conferences.
- Maintain contact with MAESTROs and TPP students through personal discussions, regular meetings, and other activities.
- Lead recruitment efforts for students eligible for participation in program, review applications for admission and make recommendations, as appropriate.
- Maintain regular contact with deans, faculty members, and campus community to promote an understanding of teacher preparation program and activities.
- Lead collection and compilation of data and prepare status reports including mid-year and annual programmatic and financial reports and grant renewal documents.
- Consult with faculty, tutors, and support services personnel to assist in improved delivery of services to students.
- Maintain relevant student files.
- Assist in analysis of program and make recommendations for continual improvement.
- Assist in development of plans for implementation of program.
- Refer students to counselors for academic advising; schedule appointments and maintain related records.
- Establish and maintain appropriate contact with high schools and community contacts.

KNOWLEDGE, SKILLS, AND ABILITIES:**KNOWLEDGE OF:**

- Organizational, operational, and structural functions of post-secondary institutions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problem solving and study skills.
- Budget preparation and control.
- Interpersonal skills using tact, patience, and courtesy

SKILLS AND ABILITY TO:

- Plan, organize, implement, and evaluate program services.
- Learn pertinent procedures quickly and apply them with limited supervision.
- Prepare and maintain records and reports related to assigned activities.
- Be sensitive to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.
- Understand community demographics and become familiar with local resources and agencies.
- Understand and interpret rules, regulations, and laws related to assigned areas.
- Develop and maintain cooperative and effective working relationships with those contacted in the performance of duties.
- Communicate effectively both orally and in writing.
- Develop effective marketing materials.
- Prepare and conduct oral presentations

EDUCATION AND EXPERIENCE:

- A bachelor's degree with emphasis in education, counseling, or a closely related field, and two years of experience in program coordination or administration.
- Experience in an educational setting, including university transfer preparation or curriculum design and development.

LICENSES AND OTHER REQUIREMENTS:

- Valid CA driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work as required.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist or kneeling to file and retrieve records.

Ability to position body to assist seated students.