

Job Description

Position Title: Teacher Education Coordinator

Job Family: Instructional Support

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Teacher Education Coordinator aids students in setting academic goals and acquiring relevant information and services. The Teacher Education Coordinator provides high-level academic advice to guide students into making decisions consistent with interests, goals, abilities, and degree requirements both on-line and in-person; identifies at-risk students. The Teacher Education Coordinator serves as a liaison between faculty and area staff to develop and support the execution of strategic initiatives. The Teacher Education Coordinator participates in outreach events to increase enrollment and awareness.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs administrative tasks including registration, paperwork processing, and resource referral.
2. Meets individually with current and prospective students to enroll students into the selective admissions program, gives programmatic advice, and facilitates academic planning and scheduling. Assists students in navigating certification with the Department of Education.
3. Develops individual academic plans to ensure students register for correct coursework and tracks progress to identify at-risk students for additional support.
4. Compiles, develops, analyzes, and monitors course requests and approvals. Completes PCC graduation paperwork and Arizona Department of Education Institutional Recommendation program completion paperwork.
5. Meets individually with current and prospective students to give employment advice and career guidance, including providing knowledge about best teaching practices. Assists students in career planning, employment, and internship placements.
6. Meets individually with current and prospective students to provide up to date information on teacher certification. Determines what certification is appropriate, how to get certified, and how to remove deficiencies. Monitors and provides needed paperwork for students' teacher certification; Including fingerprint clearance cards, Pearson tests, transcripts, intent to hires, enrollment letters and extension letters.
7. Analyzes confidential student information; identifies issues and discrepancies; and formulates recommendations for appropriate action based on findings.
8. Creates, schedules, and conducts program activities and events, including practicum, student teaching and introductory information sessions.

9. Serves as liaison with school districts, private and charter schools hosting Student Teachers and Practicum Students. Evaluates and resolves challenging K-12 student placement issues.
10. Provides technical information and interpretation of college policies, and procedures; best practices, trends in student development theory; and federal and state laws and regulations in order to ensure student compliance.
11. Interprets and applies complex ADE guidelines and requirements for teacher certification, enforced Arizona Department of Education rules, regulations, and standards.
12. Interacts and communicates effectively with students, faculty, staff, program administration, and K-12 partners to help develop, plan, and implement program goals, objectives, and procedures.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive, and flexible customer service
6. Skill in project management principles, processes, and techniques
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
 - Master's degree in closely related field of study preferred.
 - Current or expired Standard Teaching Certification.
 - Three (3) years teaching experience in K-12 schools required.
 - One (1) to Three (3) years' experience in teacher education, education administration, college student advising, teacher mentoring or related educational experience related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License