

TITLE: Preliminary Administrative Services Credential Program Faculty Lecturer

RANGE: BASIC FUNCTION:

Under the direction of the Superintendent, provide leadership development and training for candidates of the preliminary administrative services credential; participate in the activities and operations of the assigned areas of responsibility; establish and maintain liaison with local site/district fieldwork supervisors; develop course activities and curricula inline with the course descriptions, course outcomes, and program outcomes, and utilizing adult learning theory; provide resources, curriculum, communications, information and support to meet student needs and program requirements; collaborate with program coordinator and faculty members; and evaluate coursework.

ESSENTIAL DUTIES:

- Provide leadership development and training for candidates of the preliminary administrative services credential
- Participate in the activities and operations of the assigned areas of responsibility
- Develop course curricula, including activities and projects in line with the course descriptions, course outcomes, and program outcomes.
- Utilize adult learning theory to facilitate learning opportunities that are robust and engaging
- Provide resources, curriculum, communications, information and support to meet student needs and program requirements
- Maintain program timelines and priorities; assure related activities comply with established local, State and federal standards, requirements, laws, codes, regulations, policies and procedures
- Establish and maintain liaison with local site/district fieldwork supervisors
- Collaborate with program coordinator and faculty members
- Attend all faculty meetings, program orientations, leadership learning seminars, and leadership symposia
- Evaluate program coursework and effectiveness
- Participate in ongoing professional development
- Participate in program, course, and student assessments, including grading for coursework
- Administer and monitor course activities to assure compliance with established standards and requirements

- Provide consultation and expertise to program participants
- Maintain current knowledge of educational trends, innovations and practices
- Effectively communicate with program coordinator and staff, administrators, personnel and outside agencies, and program participants to exchange information, coordinate activities and programs, resolve issues or concerns; establish and maintain partnerships within CCCOE and with outside agencies to enhance resources and support for program goals.
- Operate a variety of office equipment including a computer and assigned software

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Possess leadership expertise and experience in area of instruction
- Possess knowledge of the current context of public schooling, including the California adopted P-12 content standards, frameworks, and accountability systems
- Possess knowledge of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation
- Demonstrate effective professional practices in teaching and learning, scholarship, and service.
- Planning, organization, and implementation of program coursework
- Knowledge of CAPEs, CSTPs, curriculum standards, interpretation and application in assigned area of responsibility
- Instructional techniques and strategies related to program outcomes and adult learning theory
- Policies and objectives of assigned programs and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations and speaking techniques.

- Direct the development and implementation of professional development activities and trainings.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare and deliver oral presentations.
- Work independently with little direction.
- Plan and organize work.

Requirements / Qualifications

Education and Experience:

Any combination equivalent to:

- Master's Degree in education or related field and five (5) years of administrative experience
- Valid Administrative Services Credential
- Valid California Driver's License

The following questions are included in the on-line application and those applications that do not have answers included will not be considered. See below:

1. What talents, experiences or assets make you a desirable candidate for this position?
2. Please describe your experience working with diverse staff and student populations.
3. What experience do you have instructing adult learners?
4. Please describe experience working for/with a County Office of Education.

Please submit the following required documents with your Edjoin application in PDF format:

- Current Resume
- A personal letter of introduction outlining your education, training, leadership experience, professional development experience, and your interest in this position
- Three current letters of recommendation