



Program Coordinator Roles and Responsibilities

- Manages and oversees the PASC program to ensure that all program requirements are effectively implemented to support successful candidate completion of the preliminary administrative services credential.
- Meets regularly with the Senior Director of Educational Services who will report directly to the Superintendent.
- Manages and oversees PASC program faculty, including faculty and site advisors, and teaching faculty to ensure quality delivery of instruction and support for candidates' successful completion of the preliminary administrative services credential.
- Provides support and guidance to candidates to guide them through the completion of PASC program requirements and requirements for the preliminary administrative services credential.
- Obtains and disseminates information from state and local administrative meetings in terms of policies and program oversight.
- Facilitates faculty meetings and coordinates oversight of staff sharing of best leadership practices to maintain program continuity.
- Collaborates with CCCOE employees, National University leadership, district and site administrators.
- Supervises the National University Memorandum of Understanding.
- Collaborates with other Institutes of Higher Education locally and statewide
- Oversees the PASC registration process and works with the CCCOE business department for fee invoicing.
- Plans and maintains the CCCOE PASC Program budget.
- Establishes and facilitates meetings with the program's Leadership Team
- Actively participates and shares in ongoing professional development, research, and related technical support activities
- Obtains and reviews the letters of commitment of the candidates, faculty, and site advisors.
- Coordinates with districts and other partners regarding recruitment for the PASC program.

- Designs and conducts periodic program evaluations; and collaborates with the CCCOE PASC Program leadership team to develop recommendations for program modification
- Revises and reviews program goals and outcomes based on program survey data
- Reviews candidates End of Program portfolios for program completion.
- Collaborates with credential analyst to ensure program requirements are met and to support the recommendation of candidates for the preliminary administrative services credential.
- Collaborates with credential analyst to ensure all program documentation is stored confidentially for each program Accreditation cycle, including signed program candidate Fieldwork Experience Logs.

Position Requirements:

- At least five years experience in a site or district leadership position
- Experience providing adult learning such as leading/facilitating professional development, leadership coaching, higher education faculty, etc.
- Experience developing and overseeing an educational based program