

Coordinator, Alternate Teacher's Certification

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 20452

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Teacher Certification Family

Reports To

Director, Alternate Teacher's Certification

Job Purpose

To coordinate the Alternative Teacher Certification Program activities including developing, scheduling, implementing, delivering, and evaluating Teacher Certification training and Continuing Education programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the delivery of programs to meet the needs of teachers and instructional aides in the school districts served by Austin Community College and Child Care Providers in Austin.
2. Communicates and provides information regarding Teacher Certification requirements, reviews applications, recommends courses, verifies credit hours on applicant's transcripts, and contacts references; interviews and assists with selection of candidates accepted into the program; assists with students and courses, and serves as Summer Institute principal.
3. Corresponds and meets with school districts; writes letters of eligibility for hired interns; meets with campus principals and mentors to remediate and resolve teaching interns' problems, represents the program at quarterly Austin Independent School District (AISD) mentor meetings; collaborates with AISD for three-week summer training.
4. Provides assistance with supervising, training, and advising Teacher Certification Program supervisors and mentors including evaluating documentation, delivering contracts, meeting for interventions, and evaluating program effectiveness and quality; recruits, supervises, and observes instructors to evaluate their performance in relation to delivery of training and program quality; supervises administrative staff.
5. Observes and evaluates teaching interns; records observation data; creates documents, and revises curriculum for program courses.
6. Communicates with the State Board for Educator Certification staff and attends training in relation to updating procedures, certification requirements, and law changes; utilizes the State Board for Educator Certification online Accountability System.
7. Assists with planning, developing, preparing, and proofreading course schedules; surveys school districts to identify training needs and to advertise program courses.
8. Presents and explains the Teacher Certification Program at information and orientation sessions held for interested school districts, state agencies, new students, and the general public.
9. Attends and consults with advisory committees, state agencies, and professional organizations; participates in regular Continuing Education activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Teacher certification requirements.
- Teaching and educational administration.
- Interview and selection processes for teaching applicants.
- Techniques and processes used to evaluate teaching interns.
- Standards for evaluating program effectiveness and quality.
- Course schedule planning and development.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, as well as flexibility to conduct public programs at various hours as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Working collaboratively.
- Making presentations.
- Observing and evaluating teaching interns.
- Developing course schedules and identifying training needs.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years K-12 teaching experience and/or educational administration work experience.

Preferred

- Two years work experience in class scheduling and administration of educational training programs.

Education

Required

- Bachelor's degree in education, or Bachelor's degree and Texas Teaching Certificate.

Preferred

- Master's degree in related field.

Licenses/Certifications

Required

- Texas Teaching Certificate. Valid Texas Drivers License.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.