

Job Summary:

The job of Leadership Coordinator/ELL Content Specialist was established for the purpose/s of recruiting, assisting in the coordination of, supporting the admissions, providing support in the areas of curriculum and instruction, delivering professional development services, providing formative assessments for teachers, and participating in other special projects related to the support and development of novice teachers/administrators for the Administrative Services Credential Program. He/she will provide administrative support where appropriate including, but not limited to, record keeping, report writing, teaching and building community relations under the direction of the administrator of the New Teacher Development Program.

Essential Functions:

- Analyzes transcripts for the purpose of determining participant eligibility and requirements.
- Assists the administrator with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- Assists the administrator with the budget monitoring for the purpose of managing and analyzing budget records for state and federal grants administered by the office.
- Assists the administrator with the development and implementation of all components of the state requirements of the Standards of Quality and Effectiveness for the Administrative Services Credential Program for the purpose of credentialing for school leaders and administrators.
- Assists the administrator with writing grants for the purpose of securing funding for educational program improvement and innovation.
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- Collaborates with programs, IHE's, school districts and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- Communicates with participating districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- Communicates with participating students, school administrators and district personnel for the purpose of clarifying credentialing and support requirements.
- Conducts presentations to interested candidates for the purpose of attracting teacher leader and administrator candidates into the program.
- Designs/Delivers diverse professional development for the purpose of training participants, advancing understanding and impleme