



September 7, 2017

**Field Placement/Database Coordinator
(Administrative Analyst/Specialist – Ex II)**

MB2017-PD2328

[Apply Today! Open until filled. Application Screening Begins on: Friday, Sept. 22, 2017](#)

PURPOSE:

Under general direction of the Department of Education and Leadership Chair, the Field Placement Coordinator provides program leadership for Field-Based Education and acts as lead for the area's database information. Work is reviewed in terms of meeting the overall goals and objectives of the program.

The Department of Education and Leadership in the College of Education offers programs in Elementary Education, Secondary Education, Special Education, School Psychology and Master of Arts in Education. The department also operates an internship program leading to the same credentials. For additional information regarding the Department of Education and Leadership, please visit: <https://csumb.edu/teach>.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Works with program coordinators to arrange for placement of candidates in credential programs (e.g., General and Special Education, School Psychology, Ed Admin, and undergraduate integrated credential programs). Assures that all field experiences meet the requirements set forth by CCTC. Other duties include:
 - coordinates the activities of field supervisors, including overseeing required documentation of field placement activities
 - communicates with credential candidates regarding program expectations and field requirements
 - conducts regularly scheduled professional development and in-service training activities for field supervisors
 - maintains communication with field placement supervisors in the field regarding candidate requirements and evaluation
 - participates in regularly scheduled department and program meetings
 - collects and maintains confidential assessment data relevant to field placements
 - acts as liaison among the department, districts, and schools, including, but not limited to, coordinating contracts between department and districts that mentor our candidates as well as developing new partnerships as needed.
2. Assists the Department program coordinators with the dissemination of program information and the application materials to interested parties. This includes:
 - coordinates with Department Chair, program coordinators, faculty, and campus instructional technology support staff to ensure functionality of database and generate data needed for input
 - monitors and audits the management and summarization of the data to generate data summaries and reports for the Department to be used for program improvement and accreditation reports, such as NCATE/CCTC.

Other Functions:

Performs other job-related duties and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of and ability to apply extensive expertise to complex programs and/or administrative specialties, including pertinent laws and regulations. Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management. Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.

Skills: Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management. Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies. Demonstrated consultative skills in working with internal and external constituent groups. Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.

Ability to: take initiative and work independently to determine effective approaches to projects and priorities; organize, coordinate, and perform work in various situations where numerous and diverse demands are involved; apply extensive expertise to complex programs and/or administrative specialties, including pertinent laws and regulations; understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions; work with representatives from public and private entities and handle potentially sensitive situations; effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus; apply extensive expertise to the complexity of maintaining effective university-community partnerships in both face-to-face and online contexts; work with representatives from public and private entities and handle potentially sensitive situations.

MINIMUM QUALIFICATIONS:

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

SPECIALIZED SKILLS REQUIRED:

Skill in: Knowledge of California Commission on Teacher Credentialing, Google Docs, Google Sheets, Excel (including pivot tables/charts, linking worksheets, and creating formulas), preparing PowerPoint, providing exceptional customer service, and planning and executing events. Experience in information retrieval and data presentation and reporting. Thorough knowledge of office systems and expertise using a broad range of technology systems and packages including database management, spreadsheet, design/creative-based software, electronic scheduling, and word processing.

PREFERRED QUALIFICATIONS:

Three (3) years public experience especially in culturally and linguistically diverse classrooms. Master's degree or equivalent in appropriate area; experience and/or formal training in classroom observation and supervision. Knowledge or co-teaching and residency models of teacher preparation. Experience with pre-service or in-service teacher training programs. Understanding of regulations and standards pertaining to teacher education in California. Commitment to field-based teacher education. Experience as a public school administrator or supervisor. Exceptional ability to communicate verbally and in writing in a professional, persuasive and tactful manner. Experience working with diverse populations in an academic setting. Technical fluency with Oracle/PeopleSoft, CSU Common Management System or equivalent student information system; Microsoft Office Professional Suite, and Google mail and calendaring programs.

SPECIAL CONDITIONS OF EMPLOYMENT & POSITION DESIGNATIONS:

- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSUMB. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).
- This position has been designated as a sensitive position with access to and responsibility for detailed personally identifiable Level 1 confidential information about students, faculty, staff or alumni that is protected, personal or sensitive as defined in the [CSU Information Security Data Classification Standards](#).
- This position is required to comply with confidentiality requirements outlined in the Department of Education’s Family Educational Rights and Privacy and California’s Educational Code Chapter 13 regarding sensitive student issues.
- This position will visit K-12 schools and will require the employee to successfully pass a background fingerprint check.
- Must possess and maintain a valid license to drive in the State of California, pass the Defensive Training Class, and be insurable under the University's liability coverage.
- Occasional evenings and/or weekend work is required.

WORK ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. Requires travel between campus offices and off-campus locations.

SALARY:

Anticipated hiring salary in the high \$4,000's/month to low \$5,000's/month. For salary range info see: [CSU Salary Schedule](#). CSUMB offers an attractive employee benefits package, [CSU Benefits R09](#). The University Corporation at CSU Monterey Bay also provides access to affordable campus housing, [Employee Housing](#).

TENTATIVE RECRUITMENT TIMELINE:

September 18, 2017 Screening Interview via Phone/Skype/Zoom
 September 25, 2017 Successful Candidates invited to On-Campus Interview

APPLICATION PROCEDURE:

For full consideration, submit the required documents **by 5:00 p.m. on the priority screen date listed above**. For assistance or if you require an accommodation, please call (831) 582-3389. For computer/online access you may visit the [Tanimura and Antle Family Memorial Library \(map\)](#).

CSU Monterey Bay is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to: Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status.

All employees must be eligible for employment in the U.S.