

Job Description

Job Title:	Systemwide Director CalState Teach	
Job ID:	1013445	
Location:	Downtown Long Beach	
Full/Part Time:	Full-Time	
Regular/Temporary:	Regular	
Job Code	3306	Administrator III
Job Grade	Range A	
Department	CALSTATE TEACH	

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Chancellor's Office Statement

Join our team at the California State University, Office of the Chancellor, and make a difference in providing access to higher education. We are currently seeking experienced candidates for the position of Systemwide Director CalState Teach. The CSU Chancellor's Office, located on the waterfront adjacent to the Aquarium of the Pacific in downtown Long Beach, is the headquarters for the nation's largest and most diverse system of higher education. The CSU Chancellor's Office offers a premium benefit package that includes outstanding vacation, health, and dental plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

Salary

Commensurate with qualifications and experience.

Position Information

The California State University, Office of the Chancellor, is seeking a Systemwide Director, CalStateTEACH to lead and oversee the CalStateTEACH Teacher Preparation Program as head of the unit, to develop and maintain quality teacher preparation programs for underserved communities, to disseminate to other CSU educator preparation programs tools and software developed by CalStateTEACH and to increase the capacity of the department to provide leadership and support to campus education programs.

Responsibilities

Under the general direction of the Assistant Vice Chancellor, Educator Preparation & Public School Programs, the Systemwide Director, CalStateTEACH will:

- Maintain constructive and progressive working relationships with K-12 schools, districts, and county offices of education, CSU campuses, and Advisory Boards as well as other educational and professional organizations;
- Collaborate and prioritize the work of the Regional Directors;
- Work with statewide CalStateTEACH faculty committees;
- Survey community and constituency needs for program utilization and modification;
- Act as liaison with Deans of Education and Regional Centers as well as the Office of the Chancellor and Commission on Teacher Credentialing (CTC) executive, administrative, and managerial personnel;
- Develop and implement budgets for the required candidate materials, supplies, equipment, personnel, and capital needs of the program;
- Oversee the development, writing, and presentation of all policies, data bases, and academic materials for the program;

- Prepare and supervise written and other materials as well as reports and analyses of services and programs;
- Lead and coordinate accreditation processes including submission of appropriate reports, data and self-studies;
- Maintain and improve a unit assessment system for continuous program improvement;
- Oversee the statewide implementation of the Teaching Performance Assessment following the standards established by the Educator Preparation Standard;
- Monitor the credential recommendation process;
- Participate in the development of program grant proposals and serve as PI for any systemwide grants received;
- Be aware of and knowledgeable about emerging technologies and their potential usefulness to the program; and
- Ensure faculty currency through training and professional development.

Qualifications

This position requires:

- Doctoral degree in education or a related field;
- Minimum of 4 to 10 years of progressive management experience in a related field.
- Thorough knowledge of college level administration and instruction, educational principles and practices including the integration of educational technology in teacher preparation,
- Knowledge of and experience in accreditation policies and processes,
- Experience in personnel, fiscal, and program management, organizational development and administration;
- Broad and extensive experience in teacher preparation, college level instruction, and administration;
- Demonstrated ability to plan, organize, and direct an instructional program in a complex, higher education environment;
- Demonstrated ability to interpret and apply complex laws, regulations, policies, and procedures;
- Solve problems from the collection and analysis of data;
- Prepare and present oral and written reports which are clear, concise, and comprehensive; and
- Establish and maintain cooperative working relationships with a variety of internal and external administrative, managerial, professional, and staff personnel.
- Ability to manage website

Preferred Qualifications:

- Supervisory experience highly preferred.
- Teaching credential preferred.

Application Period

Resumes will be accepted until April 30, 2018 or until job posting is removed.

How To Apply

To apply for this posting:

Step 1: Click 'Apply Now' at the bottom of the screen

Step 2: Login or Register (Create Username and Password)

Step 3: Select to apply with resume

Step 4: Upload one file containing resume. If you would like to include a cover letter, please include it with the resume in one document.

Step 5: Provide contact information and verify application information.

Step 6: Click 'Submit'

Equal Employment Opportunity

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Senior Human Resources Manager.

E-Verify

This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

If hired, you will be required to furnish proof that you are legally authorized to work in the United States.

Mandated Reporter Per CANRA

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.

Conflict of Interest

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Background

The Chancellor's Office policy requires that the selected candidate successfully complete a full background check (including a criminal records check) prior to assuming this position.

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