

Academic Coordinator, Teacher Education Program (TEP) Job #JPF01502

Reports to: Dr. Andrew Fedders, TEP Director

Position: Open until filled

Next Review Date: June 9, 2019

Applications are invited for a part-time Academic Coordinator position at the University of California, Santa Barbara to perform administrative and program coordination duties in the Teacher Education Program. The appointment consists of a part-time percentage that is constant over fall, winter, and spring quarters, with the possibility of reappointment. Salary is based on UCSB salary scales. For primary consideration, apply by June 9, 2019. Open until filled.

Responsibilities:

The academic coordinator is responsible for administering ongoing activity associated with particular programs within the Teacher Education Program (TEP). These may include the M.Ed. program, implementation of the Teacher Performance Assessment, administration of the pre-professional program, accreditation and assessment activity, and general coordination of the credential programs (Special Education, Elementary, and Secondary). Academic coordinators work directly with the TEP Director and coordinate with TEP faculty and students as necessary. Academic Coordinators are expected to attend monthly TEP faculty meetings and quarterly TEP faculty retreats, and fulfill the quarterly duties associated with the particular program for coordination.

Qualifications:

- PhD in Education or related field at the time of application
- Minimum of two years teaching at the college level by time of appointment
- Preferred: Two year's experience with supervision of student teachers
- Preferred: Knowledge of California accreditation system and standards

Application Instructions:

Applicants should apply on line through the UC Recruit system: <https://recruit.ap.ucsb.edu/JPF01502>

Please submit a cover letter, resume and/or curriculum vita and contact information for three references.

Screening of applicants is ongoing and will continue as needed. If you have any questions regarding this process, please contact Samantha Cole by email: samanthacole@ucsb.edu and list TEP Academic Coordinator in the subject line.

The University is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service as appropriate to the position.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.