

MILLS COLLEGE

JOB ANNOUNCEMENT

<p style="text-align: center;">Academic Coordinator of Teacher Education Full-time, Exempt</p>
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Reports To: Dean of the School of Education and Director of Teachers for Tomorrow's Schools

Position Description

Mills College is a nationally respected independent liberal arts college for women with graduate programs for both women and men. Located on 135 lush acres in the foothills of Oakland, California, the College enrolls approximately 946 undergraduate women and 597 graduate women and men. Mills provides a dynamic liberal arts education fostering women's leadership, social responsibility, and creativity.

The Academic Coordinator of Teacher Education in the School of Education oversees the administrative and operational components of this program which includes approximately 60 credential students and 20 Master's students each year. The Coordinator works closely with all faculty to insure that the program runs smoothly, insures that the program is in compliance with state regulations, is in close contact with school-based and college-based mentors or student teacher supervisors, and oversees the admissions process for this program.

This relatively large program is central to the mission of the School of Education and the College and to the strategic goal of deepening our relationship with Oakland and the nearby communities.

Representative Duties:

- Placement of student teachers in schools- including communication with principals, teachers, students, faculty and supervisors and location of new placements.
- Events for the Teacher's for Tomorrow's Schools (TTS) including undergraduate and graduate teacher preparation programs and Master of Education with an Emphasis on Teaching (MEET). Examples of events are: student and faculty retreats, admissions events, orientation and commencement events, Master's proposal hearings and other School of Education events related to teacher preparation.
- Admissions interviews with faculty and facilitates admissions process for credential and MEET students.
- Liaison between Mills and the California Commission for Teacher Credentialing. Will submit all credential requests and prepare yearly, biannual and less frequent program reports as required.
- Files all state required credential related documents and reports. Collects data. Keeps abreast of changing regulations, standards, requirements, credential matters and rewriting or updating program documents
- Supports TTS faculty, students, supervisors and Cooperating Teachers.
- Ongoing maintenance of a data base of students and follow up surveys of graduating

students

- Update programs' web pages and create yearly handbooks
- Respond to student inquiries
- Establish and maintain effective and productive working relationships, while working in a diverse and multicultural environment.

Additional Duties and Responsibilities:

- Creates agendas for, takes notes and runs program meetings for program planning and direction setting.
- Tracks alumnae.
- Manages various databases.
- Manages budget for TTS.
- Oversees TaskStream operations including PACT, program assessment, and student teacher field evaluations. Works closely with students, faculty and supervisors on this.
- Maintain safe work conditions and comply with established safety policies, practices, procedures, and requirements.
- Perform related duties as needed.

Requirements

- Expertise in database management and word processing is required.
- Experience in teaching, teacher education, and educational administration is highly desirable.
- Knowledge of TaskStream and of California credentialing requirements is preferred
- Skills/Abilities:
 - Interpersonal skills using tact, patience, and courtesy.
 - Oral, written, and organizational skills.
 - Communicate effectively in writing and orally.
 - Ability to maintain a high level of accuracy and confidentiality concerning employee files.
 - Time management skills and the ability to handle multiple projects requiring independent execution.
 - Understand and carry out oral and written directions; work under pressure and deadlines.

Education and Training:

- BA degree is required, MA degree in education and/or a California teaching credential is preferred.

SALARY: Within budget range, salary commensurate with experience, plus an excellent benefits package including medical/dental/vision/life/LTD insurance/403b retirement plan, 10 days of vacation plus 10 paid holidays and 12 sick days annually. Staff also receives free admission to campus events, use of the pool, fitness center, and tennis courts. Tuition remission is also available after an introductory period.

Mills College does not permit discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or gender identity. For more information on Mills' non-discrimination policy, please go to http://www.mills.edu/administration/administrative_offices/policies/nondiscrimination.php.

Application Procedure

To apply, please go to:

<http://mills.interviewexchange.com/candapply.jsp?JOBID=66200>

Please submit a resume, cover letter, salary requirements, and contact information for three references. Applications will be reviewed as they are received and accepted until January 7th, 2013, or the position is filled.