



UNIVERSITY PERSONNEL

100 Campus Center • Seaside, CA 93955
T (831) 582-3389 • F (831) 582-4736
academic_personnel@csumb.edu

**Regional Director
(Administrator III)**

MB2016-EC2174

[Apply Today! Open until filled. Application Screening Begins: March 11, 2016](#)

The Regional Director is the chief academic officer responsible for all academic and administrative operations of the Regional Center of the CalStateTEACH Program and serves as primary liaison for educational affairs within the university and the greater community outside of the Regional Center. The Regional Director also oversees the daily operations of the Regional Center, convenes regular meetings among the center's faculty, and convenes periodic meetings with district support.

CalStateTEACH is a statewide distance learning teacher-credentialing program, which seeks to prepare well-educated and professional teachers that reflect the language and cultural heritage and diversity of the state. The program operates in three regional centers, on three California State University Campuses (Fresno, Los Angeles, and Monterey Bay). CalStateTEACH is a non-traditional program that allows working teachers and other qualified candidates to earn their credential without attending traditional college classes. Instead, the curriculum is delivered using a self-study format. Participants use online materials, E-texts, videos and electronic tablets. They share ideas through web-based "class discussions," and get professional feedback through on-site coaching. CalStateTEACH participants enjoy personal guidance from mentor teachers at their school site as well as CSU faculty. They communicate and share ideas with other participants via a course Internet website.

PURPOSE:

Under the direct supervision of the Dean for the College of Education and the Systemwide Director, the Regional Director is responsible for the overall implementation, administration, development, and academic leadership of CalStateTEACH program at CSUMB. Manages the CalStateTEACH activities on campus and at off-campus site(s) in relation to its local constituencies. Maintains official contact between the Regional Center, other lead campuses, and the central program administration. Provides oversight of both the academic program and the student support services for the Regional Center. Oversees relationships with public school site administrators and faculty.

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

1. Determines, oversees, and directs the Regional Center's administrative functions and activities.
2. Administers the Regional Center; participates in selection, trains, evaluates and directs the work of the Faculty as well as the office staff assigned to the Regional Center.
3. Works collaboratively with the Dean of the College of Education and with the Systemwide Director in outreach and enrollment management.
4. Under the oversight of the Dean of the COE and the Systemwide Director, administers the Regional Center budget; develops and approves contracts for local facilities, equipment, temporary personnel, and services.
5. Participates in candidate evaluation; maintains local student records through the Regional Center.
6. Consults, coordinates and makes recommendations regarding policies, practices, and procedures to promote the program's goals and objectives.
7. Serves on university committees and represents the university to external organizations as appropriate.
8. Holds regularly scheduled collaborative meetings with the Dean of the College of Education and the Systemwide Director.

Other Functions:

1. Performs other duties as assigned.

WORK ENVIRONMENT:

Typical office environment with standard equipment and tasks. Position is required to work at a computer/video display terminal, iOS devices and desk for extended periods of time. Required travel between campus offices and off-campus locations.

KNOWLEDGE AND ABILITIES:

Knowledge of and demonstrated expertise with developmental issues of teacher internship and credentialing programs, student populations and multicultural/diverse populations. Knowledge of organizational development and curriculum design and development of credentialing programming including internship training programs and distance learning. Knowledge and ability to use strong organizational personnel, supervision, and budget management skills. Knowledge of principles, functions, and processes of program management required to develop, coordinate, and manage a program to achieve goals and maintain priorities. Knowledge of effective supervision techniques. Knowledge of or ability to learn the purposes, organization, structure, major programs, and related policies of the California State University system, CalStateTEACH, and the lead campus. Ability to prepare the official reports required by the CSU system to track the program and individual achievements. Ability to use a broad range of technology, including a personal computer and applicable software and iOS devices. Ability to be leader in the integration of educational technology. Ability to plan, organize, and communicate effectively both verbally and in writing. Knowledge of and experience with Teacher Performance Assessments. Ability to establish and maintain cooperative working relationships in a diverse environment between the lead campus and the community. Knowledge of both classroom-based and program assessment, specifically outcomes-based assessment. Current trends in scholarship of teaching and application. The ability to work collaboratively and effectively across disciplinary boundaries with faculty and staff. Knowledge of best practices in higher education, which focus on student learning outcomes and learning assessment. Demonstrated ability to manage complex tasks; experience working with a diverse and multicultural population.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

A doctorate degree in Education (or equivalent) or related field **AND** five years of professional experience as public school elementary teacher and/or administrator, administrative or managerial experience, preferably in a large public or private organization, with responsibility for program coordination and development.

DESIRABLE QUALIFICATIONS:

Working knowledge of the local geographic area and community resources. Demonstrated understanding of and commitment to the CSU and campus priorities. Preference is given to CSU Teacher Education faculty. An understanding of and commitment to the learning needs of students from historically underserved populations. Highly desirable: Demonstrated understanding of and commitment to [CSUMB's Vision](#).

APPLY:

For full consideration, submit (a) application, (b) curriculum vitae and (c) cover letter by 3/11/2016. All prospective applicants must apply on-line at: <http://csumb.peopleadmin.com/postings/1226>.

CSUMB 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.