

School of Education

Roles & Responsibilities



The success of the School of Education is dependent upon a dedicated team of faculty and staff; this document is intended to guide everyone by outlining the various roles and responsibilities of the essential team members. The team members outlined:

1. School of Education Director
2. Program Coordinators
3. School of Education Staff
 - Assessment Coordinator
 - Clinical Practice Coordinator
 - Credential Analyst – Lead
 - Credential Analyst
 - Credential Office Administrative Support
 - Director's Office Administrative Support
 - Information Services Director

School of Education Director	
Academic Program and Curriculum	
<ul style="list-style-type: none"> Assure development and direction of quality academic programs Work with department faculty in academic program planning and review Work with department faculty in curriculum development, review, and revision Initiate and/or recommend changes in departmental curriculum Act as the department coordinator for all applicable accreditation activities Provide reports upon request on matters such as program review, student learning outcomes, and program effectiveness Prepare class schedule Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the department, college, and university Lead the department in carrying out required external reviews of curricula and assessment of learning outcomes Supervise the operation of instructional activities such as clinics and laboratories Work with the university articulation officer to review and maintain articulation agreements 	
Budget Development and Administration	
<ul style="list-style-type: none"> Develop department operating budget. Recommend expenditures, including travel and equipment In consultation with the dean, schedule classes to meet the unit's enrollment target within budgeted resources Oversee the department's property and equipment, maintaining a property inventory for the unit Work to secure external grants and donations for the department Oversee the administration of grants within the department Obtaining appropriate training in order to use the university's financial systems 	
Advocacy and Leadership	
<ul style="list-style-type: none"> Represent the department to the Dean and the campus at large Mediate conflict and attempt to resolve problems between faculty, students, and staff Model respect for confidentiality regarding performance reviews, personnel decisions, grievances, etc. Keep the faculty and staff apprised of department, college, and university plans, activities, and expectations Work with the faculty to develop and implement a strategic plan that emanates from the department's mission and goals 	

Faculty—Retention, Tenure, and Promotion

- Ensure that new faculty are oriented to the goals of the department and the mission of the university
- Establish mentors for probationary faculty and review the mentoring program's goals, activities and effectiveness
- Encourage and support faculty to engage in scholarship, including support for faculty applications for grants and sponsored research
- Model teaching and scholarly excellence by teaching and remaining active in scholarship and creative activities
- Encourage faculty to pursue excellence in teaching
- Encourage faculty to undertake ongoing programs to update their instructional and professional activities
- Promote faculty involvement in department, college, and university service, and in community and professional service activities
- Counsel faculty regarding the criteria upon which their performance will be evaluated
- Assist probationary faculty in understanding the evaluation processes, and in presenting an effective RTP dossier
- Ensure that faculty are informed of upcoming training sessions or workshops provided through the College, Academic Personnel, and other campus entities
- Use committee assignments and other duties as a tool for faculty development

Faculty—Recruitment

- Determine departmental priorities for future probationary hiring, and submit recruitment requests to dean when prompted
- Establish search committees according to university policy, which include appropriate committee members, committee chair, and trained Employment Equity Facilitator (EEF)
- Academic Personnel 3
- Ensure that recruitments are conducted in accordance with university policies and that candidates are treated equitably and fairly

Faculty—Temporary

- Develop broad and diverse faculty part time pools through outreach, advertising and other activities
- Ensure that temporary faculty are oriented to the goals of the department and the mission of the university
- Counsel temporary faculty regarding the criteria upon which their performance will be evaluated
- Counsel temporary faculty regarding the criteria and process for lecturer range elevation
- Follow the collective bargaining agreement for the appointment of lecturers. Obtain training on the "order of work" to facilitate this process.
- Conduct annual evaluation of temporary faculty in accordance with university-established schedules and contract requirements

Administration of Department

- Be available throughout the work week to attend to daily business of the department and to meet student needs
- Schedule regular faculty meetings, and chair them
- Attend all meetings of college chairs, and share information from those meetings back to the department faculty and staff
- Allocate space from the department's assigned spaces
- Provide reports as requested on such matters as faculty workload, release time, assigned time
- Ensure proper maintenance of departmental records, including the security of those documents deemed sensitive or confidential
- Promote open communication, and encourage faculty involvement in the advancement of the department
- Review and approve faculty and staff absences, including sick leave, vacation and other time off, through the Absence Management Self Service (AMSS) system

Students—Advisement and Student Success

- Ensure that an effective and ongoing system of student advising is in place
- Oversee the maintenance of advising and curriculum materials
- Advise students at the undergraduate, graduate, and credentials levels concerning degree

<p>requirements and career objectives</p> <ul style="list-style-type: none"> • Ensure active involvement of the department in annual advising events such as transfer orientation • Ensure effectiveness of faculty and staff advising by securing their training as needed (for example, PeopleSoft training)
Students—Clubs and Organization
<ul style="list-style-type: none"> • Ensure student clubs and organizations are appropriately sanctioned and have faculty advisors • Academic Personnel • Ensure that student club officers understand university policies and procedures including financial, hosting, safety, risk management and appropriate use of facilities • Ensure that the Student Fee committee is established and meets regularly, communicates with student body, and provides input to the department chair/head
Students—Issues
<ul style="list-style-type: none"> • Assist in the resolution of faculty/staff and student interpersonal relationship problems when possible • Recommend action on student petitions • Be fully familiar with campus support structures for accommodations, counseling, and crisis intervention • Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
Students—Recruitment
<ul style="list-style-type: none"> • Participate in and facilitate the participation of others in departmental and college recruitment, retention, and graduation efforts • Ensure active involvement of the department in annual recruiting events such as Open House • Communicate directly or indirectly the department's academic goals, offerings, and requirements to prospective and current students • Initiate and implement activities in support of student recruitment such as awards, competitions, scholarships, and clubs
Staff Personnel
<ul style="list-style-type: none"> • Exercise leadership in the selection and appointment of staff personnel, including student assistants working for the department • Supervise assigned administrative, clerical, and technical staff • Approve requests for vacation, sick leave, and other time off • Schedule regular staff meetings, and chair them • Conduct staff performance evaluations in a timely manner • Support staff training and development • Model collegial, respectful, and productive relationships with staff • Arrange for the proper supervision of student assistants
Advancement
<ul style="list-style-type: none"> • Support the college and University advancement activities • Initiate alumni communication, events and giving initiatives (typically higher expectation in this area for heads with 12-month assignments) • Ensure that appropriate communications materials are developed for the department, college and University • Community engagement and development activities • Act as department contact for civic and professional organizations and when hosting on- and off-campus functions • Publicize the School of Education's courses and programs to the community, especially to prospective students • Work with dean and university advancement officers to promote the School of Education to the community • Promote discipline-based contact with appropriate groups, including community college faculty, high school teachers, community organizations, alumni, and others

Program Coordinators

Program Coordinators in the *School of Education* often operate on a different level to other program area coordinators and as such their responsibilities may be significantly different. Coordinator responsibilities differ in part because the SOE is a graduate unit, in part because many programs have a "professional training" focus, and in part because so much of our programming is delivered at off-campus locations.

Multiple Subject Credential Program

Program Development and Quality

- Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation
- Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required
- Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole
- Initiate and/or recommend changes in department curriculum
- Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program
- Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator
- Represent their program area in required external reviews of curricula and assessment of learning outcomes
- In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements
- Collaborate with Director on faculty recruitments within their program

Administration of Program

- Ensure that temporary faculty in their program area are oriented to the goals of the program
- Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated
- Conduct meetings of program area faculty to attend to the business of their program
- Attend meetings of school Program Coordinators
- Liaise with the Director on faculty workload, release time, assigned time
- Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential
- Promote open communication, and encourage faculty involvement in the advancement of the program area
- Collaborate with Clinical Practice Coordinator, school principals, teachers, and district offices as appropriate to ensure quality placements.
- Admissions - Review and signatory responsibility for new student admits and students who are denied admission to the C&G program; This includes a "paper" screen, individual interview and follow up reference phone calls as needed

Advising and Student Success

- Oversee effective and ongoing advising for students in their program
- Oversee the maintenance of a Student Handbook and other advising and curriculum materials
- Advise students about program requirements and career objectives
- Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal
- Coordinate candidate orientation
- Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues

Program Marketing & Recruitment

- Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials
- Represent program at recruiting events
- Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students

Community Engagement
<ul style="list-style-type: none"> Publicize the program and recruit prospective students where appropriate Visit placement sites for clinical practice/internships Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping
Advancement
<ul style="list-style-type: none"> Communicate program needs to Director who retains primary responsibility for advancement Support School-wide advancement activities as program representative Support School advancement efforts with provision of content for preparation of advancement materials Collaborate with the Director and university advancement officers in promoting the program as required
Single Subject Credential Program
General Responsibilities – Assure development and direction of quality academic programs
<ul style="list-style-type: none"> Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole Initiate and/or recommend changes in department curriculum Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator Represent their program area in required external reviews of curricula and assessment of learning outcomes In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements Collaborate with Director on faculty recruitments within their program
Administration of Program
<ul style="list-style-type: none"> Ensure that temporary faculty in their program area are oriented to the goals of the program Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated Conduct meetings of program area faculty to attend to the business of their program Attend meetings of school Program Coordinators Liaise with the Director on faculty workload, release time, assigned time Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential Promote open communication, and encourage faculty involvement in the advancement of the program area Collaborate with Clinical Practice Coordinator, school principals, teachers, and district offices as appropriate to ensure quality placements. Admissions - Review and signatory responsibility for new student admits and students who are denied admission to the C&G program; This includes a "paper" screen, individual interview and follow up reference phone calls as needed
Advising and Student Success
<ul style="list-style-type: none"> Oversee effective and ongoing advising for students in their program Oversee the maintenance of a Student Handbook and other advising and curriculum materials Advise students about program requirements and career objectives Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
Program Marketing & Recruitment
<ul style="list-style-type: none"> Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials Represent program at recruiting events

<ul style="list-style-type: none"> Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students
Community Engagement
<ul style="list-style-type: none"> Publicize the program and recruit prospective students where appropriate Visit placement sites for clinical practice/internships Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping
Advancement
<ul style="list-style-type: none"> Communicate program needs to Director who retains primary responsibility for advancement Support School-wide advancement activities as program representative Support School advancement efforts with provision of content for preparation of advancement materials Collaborate with the Director and university advancement officers in promoting the program as required
Agricultural Education
<ul style="list-style-type: none"> Promotion and advertisement (e.g., developing advertising materials; conducting quarterly Step I/II information sessions) Student recruitment Attend meetings (three times a year) of the State Agricultural Education Unit of the California Department of Education (CDE) Evaluation of candidates for coursework and occupational experience requirements Recommends candidates for an Ag Specialists credential Responds to inquiries from the TeachAg website Review and signatory responsibility for new student admits to the Single Subject and/or Ag Specialist credential programs Student orientation and tracking Creation and signatory responsibility for all aspects of the Ag Specialist (i.e., credential evaluation forms, Special Petitions, etc.) credential requirements Student academic advisement Writing and annual review of program handbooks and documents Updating Single Subject and Ag Specialist information on the department website Curricular development and revision of the Ag Specialist credential program as needed Faculty recruitment for Agricultural Education teaching responsibilities Coordinate the Agricultural Education and Communication Advisory Council meetings Attending biweekly meetings with the Director of SOE and other program coordinators Writing and revising accreditation documents for the California Commission on Teacher Credentialing, and the National Council for Accreditation of Teacher Education (NCATE) Acquisition of technology and other instructional materials for the Ag Specialist credential program Ensuring compliance with all program and university academic requirements (e.g., admissions, degree milestones, etc.) Preparation of reports and other documents required by various governing bodies and university administrators (e.g., periodic reports to the Dean's office, academic program reviews) Participation in legislative efforts on behalf of Cal Poly State University Representation of the Ag Specialist program at School of Education meetings Collection of data for ongoing program review and assessment Maintaining weekly email and phone correspondence with students and faculty Other duties as assigned by the Dean of the CAFES and COSAM, and the Director of the SOE
Counseling and Guidance
Program Direction of Quality
<ul style="list-style-type: none"> Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole

- Initiate and/or recommend changes in department curriculum
- Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program
- Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator
- Represent their program area in required external reviews of curricula and assessment of learning outcomes
- In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements
- Collaborate with Director on faculty recruitments within their program
- Maintain program listing in the "*Directory of preparing student affairs professionals*" maintained by the American College Personnel Association (ACPA).
- Collection of data for ongoing program review and assessment;
- Faculty recruitment for C&G teaching responsibilities
- Chairing the C&G Advisory Council
- Coordination of student research activities with Cal Poly's IRB
- Writing and revising documents that pertain to the alignment with standards for the *Masters-Level Student Affairs Administration Preparation Programs* in the Council for the Advancement of Standards (CAS) in Higher Education. Arranging and delivering an "external" review
- Acquisition of technology and other instructional materials for the C&G program

Administration of Program

- Ensure that temporary faculty in their program area are oriented to the goals of the program
- Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated
- Conduct meetings of program area faculty to attend to the business of their program
- Attend meetings of school Program Coordinators
- Liaise with the Director on faculty workload, release time, assigned time
- Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential
- Promote open communication, and encourage faculty involvement in the advancement of the program area
- Collaborate with Clinical Practice Coordinator, school principals, teachers, and district offices as appropriate to ensure quality placements.
- Admissions - Review and signatory responsibility for new student admits and students who are denied admission to the C&G program; This includes a "paper" screen, individual interview and follow up reference phone calls as needed
- Coordinate with School of Education central office on admissions procedures
- Maintaining weekly email and phone correspondence with students and faculty
- Representation of the C&G program on the Cal Poly Graduate Studies Committee
- Creation and signatory responsibility for all C&G paperwork (i.e., Formal Study Plans, Advancement to Candidacy, Special Petitions, etc.)
- Preparation of reports and other documents required by various governing bodies and university administrators (e.g., periodic reports to the Dean's office)
- Ensuring compliance with all program and university academic requirements (e.g., admissions, degree milestones, etc.) Including development and evaluation of Comprehensive Examination

Advising and Student Success

- Oversee effective and ongoing advising for students in their program
- Oversee the maintenance of a Student Handbook and other advising and curriculum materials
- Advise students about program requirements and career objectives
- Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal
- Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
- Student orientation and tracking; New student orientation planning as required, track students to ensure timely graduation and prevent student attrition
- Assign academic advising responsibilities

Program Marketing & Recruitment
<ul style="list-style-type: none"> • Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials • Represent program at recruiting events • Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students • Student recruitment (including fielding all inquiries made by phone or email, arranging individual interviews and allowing prospective students the opportunity to "sit in" classes) • Updating C&G information on the School website
Community Engagement
<ul style="list-style-type: none"> • Publicize the program and recruit prospective students where appropriate • Visit placement sites for clinical practice/internships • Participation in legislative efforts on behalf of the Counseling/Student Affairs profession • Maintaining and developing appropriate fieldwork sites for students
Advancement
<ul style="list-style-type: none"> • Communicate program needs to Director who retains primary responsibility for advancement • Support School-wide advancement activities as program representative • Support School advancement efforts with provision of content for preparation of advancement materials • Collaborate with the Director and university advancement officers in promoting the program as required
Curriculum and Instruction
General Responsibilities – Assure development and direction of quality academic programs
<ul style="list-style-type: none"> • Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation • Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required • Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole • Initiate and/or recommend changes in department curriculum • Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program • Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator • Represent their program area in required external reviews of curricula and assessment of learning outcomes • In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements • Collaborate with Director on faculty recruitments within their program
Administration of Program
<ul style="list-style-type: none"> • Ensure that temporary faculty in their program area are oriented to the goals of the program • Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated • Conduct meetings of program area faculty to attend to the business of their program • Attend meetings of school Program Coordinators • Liaise with the Director on faculty workload, release time, assigned time • Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential • Promote open communication, and encourage faculty involvement in the advancement of the program area
Advising and Student Success
<ul style="list-style-type: none"> • Oversee effective and ongoing advising for students in their program • Oversee the maintenance of a Student Handbook and other advising and curriculum materials • Advise students about program requirements and career objectives • Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal

<ul style="list-style-type: none"> Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
Program Marketing & Recruitment
<ul style="list-style-type: none"> Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials Represent program at recruiting events Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students
Community Engagement
<ul style="list-style-type: none"> Publicize the program and recruit prospective students where appropriate Visit placement sites for clinical practice/internships Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping
Advancement
<ul style="list-style-type: none"> Communicate program needs to Director who retains primary responsibility for advancement Support School-wide advancement activities as program representative Support School advancement efforts with provision of content for preparation of advancement materials Collaborate with the Director and university advancement officers in promoting the program as required
Educational Leadership and Administration
General Responsibilities – Assure development and direction of quality academic programs
<ul style="list-style-type: none"> Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole Initiate and/or recommend changes in department curriculum Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator Represent their program area in required external reviews of curricula and assessment of learning outcomes In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements Collaborate with Director on faculty recruitments within their program Student orientation and tracking; Chairing the ELAP Advisory Council and arranging meetings, agenda, etc. Writing and revising accreditation documents for the California Commission on Teacher Credentialing Acquisition of technology and other instructional materials for the ELAP Coordination of student research activities with Cal Poly's IRB Preparation of reports and other documents required by various governing bodies and university administrators (e.g., Academic Program Review, periodic reports to the Dean's office) Collection of data for ongoing program review and assessment
Administration of Program
<ul style="list-style-type: none"> Ensure that temporary faculty in their program area are oriented to the goals of the program Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated Conduct meetings of program area faculty to attend to the business of their program Attend meetings of school Program Coordinators Liaise with the Director on faculty workload, release time, assigned time

<ul style="list-style-type: none"> • Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential • Promote open communication, and encourage faculty involvement in the advancement of the program area • Collaborate with Clinical Practice Coordinator, school principals, teachers, and district offices as appropriate to ensure quality placements. • Student recruitment (including individual interviews) • Review and signatory responsibility for new student admits to the ELAP • Signatory responsibility for all ELAP paperwork (i.e., Formal Study Plans, Advancement to Candidacy, Special Petitions, etc.) • Representing the ELAP on the SOE Coordinating Council, Assessment Committee, and other School committees as needed • Class scheduling and room assignments (in conjunction with SOE scheduler) • Ensuring compliance with all program and university academic requirements (e.g., admissions, degree milestones, etc.) • Representation of the ELAP on the Cal Poly Graduate Studies Committee • Maintaining weekly email and phone correspondence with students and faculty • Other duties as assigned by the Director
Advising and Student Success
<ul style="list-style-type: none"> • Oversee effective and ongoing advising for students in their program • Oversee the maintenance of a Student Handbook and other advising and curriculum materials • Advise students about program requirements and career objectives • Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal • Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
Program Marketing & Recruitment
<ul style="list-style-type: none"> • Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials • Represent program at recruiting events • Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students • Updating ELAP information on the School website
Community Engagement
<ul style="list-style-type: none"> • Publicize the program and recruit prospective students where appropriate • Visit placement sites for clinical practice/internships • Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping • Attending monthly SLO County Superintendents' Council meetings • Participation in legislative efforts on behalf of the ELAP
Advancement
<ul style="list-style-type: none"> • Communicate program needs to Director who retains primary responsibility for advancement • Support School-wide advancement activities as program representative • Support School advancement efforts with provision of content for preparation of advancement materials • Collaborate with the Director and university advancement officers in promoting the program as required
Spanish Authorization in Bilingual Education
General Responsibilities – Assure development and direction of quality academic programs
<ul style="list-style-type: none"> • Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation • Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required • Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole • Initiate and/or recommend changes in department curriculum • Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program

<ul style="list-style-type: none"> • Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator • Represent their program area in required external reviews of curricula and assessment of learning outcomes • In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements • Collaborate with Director on faculty recruitments within their program
Administration of Program
<ul style="list-style-type: none"> • Ensure that temporary faculty in their program area are oriented to the goals of the program • Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated • Conduct meetings of program area faculty to attend to the business of their program • Attend meetings of school Program Coordinators • Liaise with the Director on faculty workload, release time, assigned time • Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential • Promote open communication, and encourage faculty involvement in the advancement of the program area
Advising and Student Success
<ul style="list-style-type: none"> • Oversee effective and ongoing advising for students in their program • Oversee the maintenance of a Student Handbook and other advising and curriculum materials • Advise students about program requirements and career objectives • Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal • Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
Program Marketing & Recruitment
<ul style="list-style-type: none"> • Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials • Represent program at recruiting events • Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students
Community Engagement
<ul style="list-style-type: none"> • Publicize the program and recruit prospective students where appropriate • Visit placement sites for clinical practice/internships • Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping
Advancement
<ul style="list-style-type: none"> • Communicate program needs to Director who retains primary responsibility for advancement • Support School-wide advancement activities as program representative • Support School advancement efforts with provision of content for preparation of advancement materials • Collaborate with the Director and university advancement officers in promoting the program as required
Special Education
General Responsibilities – Assure development and direction of quality academic programs
<ul style="list-style-type: none"> • Liaise with the Director and Assessment Coordinator over program review, assessment and accreditation • Liaise with the Assessment Coordinator to establish and maintain a program advisory council as required • Work with department faculty in curriculum development, review and revision with respect to their program and, in conjunction with the other coordinators, the school as a whole • Initiate and/or recommend changes in department curriculum • Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the program

- Prepare class schedule for their program in coordination with the SOE Administrative Support Coordinator
- Represent their program area in required external reviews of curricula and assessment of learning outcomes
- In collaboration with the Director, assist the university articulation officer to review and maintain articulation agreements
- Collaborate with Director on faculty recruitments within their program
- Student orientation and tracking
- Placement of students in schools
- Placement of students with families involving family recruitment as well as review of intake paperwork and family visitations for "goodness of fit"
- Monitoring of family placements
- Management of Autism Inquiry Project consent forms and videotaped footage
- Writing and reading comprehensive examinations
- Chairing and arranging annual meeting of the SPED Advisory Council
- Writing and revising accreditation documents for the California Commission on Teacher Credentialing and the National Council for Accreditation of Teacher Education (NCATE)
- Acquisition of technology and other instructional materials for the SPED
- Ensuring compliance with all program and university academic requirements (e.g., admissions, degree milestones, etc.)
- Collection of data for ongoing program review and assessment
- Coordinating multiple subject teacher preparation content in special education with MS faculty

Administration of Program

- Ensure that temporary faculty in their program area are oriented to the goals of the program
- Support temporary faculty & refer them to Director when necessary to ensure they are familiar with the criteria upon which their performance will be evaluated
- Conduct meetings of program area faculty to attend to the business of their program
- Attend meetings of school Program Coordinators
- Liaise with the Director on faculty workload, release time, assigned time
- Ensure proper maintenance of program records, including the security of those documents deemed sensitive or confidential
- Promote open communication, and encourage faculty involvement in the advancement of the program area
- Collaborate with Clinical Practice Coordinator, school principals, teachers, and district offices as appropriate to ensure quality placements.
- Interview potential candidates
- Review files of potential candidates
- Admission of candidates
- Review and signatory responsibility for new student admits to the SPED Program
- Creation and signatory responsibility for all SPED student paperwork (i.e., Formal Study Plans, Credential Study Plans, Advancement to Candidacy, Special Petitions, etc.)
- Meetings and monitoring of school-based placements
- Liaison with credential analysts, school districts, and the County Office of Education
- Evaluating candidate portfolios
- Writing and annual review of school-based program handbook
- Writing and annual review of inquiry project handbook
- Class scheduling and room assignments (in conjunction with SOE scheduler)
- Preparation of reports and other documents required by various governing bodies and university administrators (e.g., periodic reports to the Dean's office)
- Representation of the SPED program at School of Education meetings
- Representation of the SPED on the Cal Poly Graduate Studies Committee
- Maintaining weekly email and phone correspondence with students and faculty
- Other duties as assigned by the Dean

Advising and Student Success

- Oversee effective and ongoing advising for students in their program
- Oversee the maintenance of a Student Handbook and other advising and curriculum materials
- Advise students about program requirements and career objectives

- Recommend action on student admissions, dismissals & petitions; assist in the resolution of student academic issues toward student success to minimize instances of probation/dismissal
- Understand the student rights and responsibilities with respect to grade petitions, fairness board, plagiarism, and disciplinary issues
- Coordination of student research activities with Cal Poly's IRB

Program Marketing & Recruitment

- Collaborate with Director and SOE Staff on marketing plan development and student recruitment initiatives and materials
- Represent program at recruiting events
- Communicate directly or indirectly their program's academic goals, offerings, and requirements to prospective and current students
- Promotion and advertisement (e.g., developing advertising materials; recording podcasts, conducting information sessions on campus and off campus; responding to inquiries – Skype, phone and email—circa 400 per year)
- Student recruitment
- Updating SPED information on the SOE website

Community Engagement

- Publicize the program and recruit prospective students where appropriate
- Visit placement sites for clinical practice/internships
- Collaborate with the SOE Clinical Practice Coordinator to ensure accurate record keeping
- Dissemination of Autism Inquiry Project to community

Advancement

- Communicate program needs to Director who retains primary responsibility for advancement
- Support School-wide advancement activities as program representative
- Support School advancement efforts with provision of content for preparation of advancement materials
- Collaborate with the Director and university advancement officers in promoting the program as required

School of Education Staff

Assessment Coordinator

Support for Program Assessment

- Support programs in developing and maintaining assessment plans, LO's, evaluation tools, analysis, and program curriculum
- Support programs in designing and tracking embedded assessments
- Support programs in data collection and tracking through Lime
- Support programs in understanding and complying with evolving standards/accreditation, identify gaps and areas of need, make recommendations

Assessment & Accreditation Reports

- Manage development of SOE Annual Report and newsletter
- Manage development of AAP&P Annual Assessment Plans & Reports (for Grad Ed programs)
- Manage development of all CTC Accreditation reports (Annual data reports, Preconditions reports, Program Review reports, Common Standards reports, Site Visit reports)

Regular Data Gathering & Analysis

- Analyze Clinical Practice Evaluations/Feedback data and provide quarterly/annual reports
- Develop and analyze annual Employee Satisfaction/Engagement Survey and provide reports
- Track and analyze edTPA/CalAPA, provide score release reports and yearly summative reports
- Support CTC/CTQ/CSU requests for system-wide data and survey administration

Facilitate Unit-wide Program Improvement

- Develop and maintain process documents and workflows to guide unit-wide assessment
- Support development and implementation of assessment program & multi-year cycle
- Facilitate data-driven conversations, presentations, and professional development
- Manage SOE Staff and Faculty Resources Wiki platform

Additional Roles

- Designated SOE representative on Academic Assessment Council
- Designated SOE representative to CSM Assessment Committee
- Designated SOE representative to CTQ and EdQ DataView dashboard
- Designated SOE representative to edTPA
- SOE point person for CTC Accreditation

Clinical Practice Coordinator – Multiple Subject, Single Subject and Special Education

Teacher Candidate Placements

- Support recruitment, assignment and orientation for cooperating teachers
- Support recruitment, assignment and orientation for university supervisors
- Maintain and update records of placements and contact information
- Serve as single contact person for Teacher Candidates, Cooperating Teachers and University Supervisors across the SOE
- Collaborate with Program Coordinators to visit schools, meet partners, and build relationships with teachers, administrators and district leaders
- Attend meetings at the San Luis Obispo County Office of Education (SLOCOE) on behalf of the SOE to develop and maintain relationships central to making clinical practice placements.

Program Support and Development

- Develop and maintain system for applications and evaluation of potential cooperating teachers and university supervisors, consistent with new CTC standards
- Develop and deliver regular trainings and professional development opportunities to cooperating teachers and university supervisors, consistent with new CTC standards
- Develop and maintain systematic documentation of clinical practice programs, including MOUs, handbooks, trainings, placement hours and other requirements for accreditation
- Oversee planning of major Clinical Practice events, including mock IEP scenarios, mock interviews and Advisory Committee meetings
- Support and facilitate deeper engagement between the College and our local schools

Other

- Perform other job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments
- event planning
- travel
- eval. data

Credential Analyst – Michelle
Student Assistance and Advising
<ul style="list-style-type: none"> • Advise candidates from pre-admission to the university through post-graduation. • Provide assistance with making sure candidates make successful progress towards obtaining their credential objective. • Advisor to the credential program candidates • Veterans Verification Paperwork • Represent the SOE to ensure equity in all relations with students and to ensure that students are informed of all pertinent information affecting their progress and successful completion • Out of State Verifications
Applications and Admissions
<ul style="list-style-type: none"> • Oversee admissions process with coordinators & admissions office • Develop, coordinate and maintain SOE processes relevant to admissions, student success and data retention for all SOE programs. • Oversee the Cal/State Apply application process for the SOE
Class Scheduling and Registration
<ul style="list-style-type: none"> • Issue student specific permission codes • Email cohorts instructing students as to which courses they should enroll • Assist students with registration questions • Confer with Program Coordinators and make scheduling recommendations beneficial to students, SOE and program • In collaboration with SOE Director's ASC make scheduling adjustments as needed
Coding and Reporting
<ul style="list-style-type: none"> • Address credential Code Errors (ERSS, ERSA etc.) • Credential Issuance Coding • Credential Admission Coding/Matriculation • Credential Completer Coding • ERST reporting to the Chancellor's Office
Credentialing
<ul style="list-style-type: none"> • MA and Credential Program Advising • Credential Program Admission (University and Program) • Credential Evaluation (Admission through completion) • Credential Program Information Meetings and Classroom visits • Alert faculty, staff and appropriate campus constituencies to credentialing issues and initiatives. • SOE accreditation compliance issues (shared with Director & assessment coordinator) • Campus representative to CTC - Authorized Designee/Submitter: CTC Designation • Backup MA Program Support
Outreach and Marketing
<ul style="list-style-type: none"> • Coordinate SOE Recruitment efforts • Develop program specific information for brochures, flyers, etc. • Marketing/Promotional item maintenance • Coordinate/Attend Graduate Fairs
Other
<ul style="list-style-type: none"> • Address SOE email questions and concerns • Cal Poly TEACH grant contact
Credential Analyst – Vacant
Applications and Admissions
<ul style="list-style-type: none"> • Admission Office Contact/Issues – develop new admission process with coordinators with the new Supplementary/Subject Matter Authorization • CalstateApply application • SABE applications
Credentialing
<ul style="list-style-type: none"> • MA and Credential Program Advising • Credential Program Admission (University and Program) • Credential Evaluation (Admission through completion) • Credential Program Information Meetings and Classroom visits • Backup MA Program Support

Coding and Reporting
<ul style="list-style-type: none"> • Address credential Code Errors (ERSS, ERSA etc.) • Credential Issuance Coding • Credential Admission Coding/Matriculation • Credential Completer Coding • ERST reporting to the Chancellor's Office
Credential Office Administrative Support
Student Assistance
<ul style="list-style-type: none"> • Answer student inquiries or direct to appropriate personnel for assistance • Issue student specific permission codes • Assist students with registration process
Building Coordinator and Telephone Administrator
<ul style="list-style-type: none"> • Submit all unit facilities and maintenance requests • General facility issue problem solving and reporting • Facilitate all phone moves and changes • Facilitate all copier and appliance maintenance and repairs • Key Shop contact for new/continuing faculty/staff
Program Support
<ul style="list-style-type: none"> • MA Program Administrative Support • Support to Credential Analysts • Record keeping for credential programs • Enrollment support to all programs • Facilitate student evaluation of faculty • Track clinical practice/student teaching placements and provide information to Director's Office
General Office Tasks
<ul style="list-style-type: none"> • Answer phones • Address SOE email inquiries • Order supplies
Other
<ul style="list-style-type: none"> • Assist with unit and program event coordination • Complete surplus paperwork/process for furniture and equipment to be sent to surplus dept. • Backup Director's Administrative Support
Director's Office Administrative Support
Budget Management
<ul style="list-style-type: none"> • Maintain special program funds (CBF, EAP, IRAs, MCF) • Maintain faculty relocation and start-up funds • Track donations • Process all travel claims, hospitality and reimbursement forms • Process all faculty and guest speaker pay forms
Personnel Processes
<ul style="list-style-type: none"> • Process part-time faculty contracts • Process worker's comp., leave and separation forms • Submit and track faculty assigned/release time and workload • Assist Director and SOE Personnel Committee in facilitation of RPT process • Facilitate hiring process for full-time tenure track and part-time faculty
Scheduling
<ul style="list-style-type: none"> • Consult Program Coordinators in planning quarterly course schedules • Data entry of and changes to course schedules • Maintain classroom schedules (courses and events)
Student Assistant Supervision
<ul style="list-style-type: none"> • Responsible for hiring of all student assistants • Delegate job tasks to appropriate student assistant based on skills and strengths • Approve hours • Collect, interpret and implement faculty feedback

Event Coordination
<ul style="list-style-type: none"> • Assist Director in the coordination of School of Education commencement ceremony • Coordinate other unit and program events as necessary
Other
<ul style="list-style-type: none"> • Facilitate scholarship selection process • Pro-card purchases as necessary • Take minutes for coordinator and governance meetings • Facilitate office moves • Update employee roster and email distribution lists
Instructional Technology Specialist
Instructional Technology Support
<ul style="list-style-type: none"> • Development of instructional media • Provide training to faculty in the use of current technology to meet curriculum goals • Assist faculty with the integration of technology into curriculum/course work
General Technology Support
<ul style="list-style-type: none"> • Desktop/Laptop Support • Peripheral Support • Technology Checkout/Lending • Technology purchasing • Inventory Management • Database Support & Management • Server Management
AV Support
<ul style="list-style-type: none"> • Smart room support • AV Checkout/Lending
Data Reporting
<ul style="list-style-type: none"> • Ad-Hoc Data Reports • Title II Reporting
Assessment Technology Support
<ul style="list-style-type: none"> • Lime forms • Online reports • Data extracts and reporting
Web Development
<ul style="list-style-type: none"> • Administration of the SOE website • Provision of user access • Development of new content and structure
Technical Liaison
<ul style="list-style-type: none"> • CITC Representative

