

# CAL POLY SCHOOL *of* EDUCATION

## Recruitment & Hiring Evidence



Over the last two years, Cal Poly SOE has recruited and hired the following positions:

- Tenure Track Faculty – Secondary Education
- Tenure Track Faculty – Elementary Mathematics Education
- Tenure Track Faculty – Higher Education Counseling/Student Affairs (x3)
- Staff – Assessment/Accreditation Analyst
- Staff – Clinical Practice Coordinator
- Staff – Credential Analyst, Trainee
- Part-Time Instructional (Adjunct) Faculty, as needed
- Part-Time Clinical Practice University Supervisors, as needed


Per Cal Poly policy, tenure track faculty vacancy announcements are not approved for posting until the Office of University Diversity and Inclusivity (OUDI) approves the Recruitment Plan. A comprehensive recruitment plan must list one or more recruitment sources directed to broadening the diversity of the applicant pool. The recruitment plan might include advertising in a journal targeted to a group that is underrepresented in a department; advertising on a targeted website, doing targeted mailings; contacting individual faculty and administrators at Minority Serving Institutions (MSIs); or utilizing existing networks within the department, school/college and the university

Cal Poly SOE has posted some of its recent hiring announcements on the following platforms:

- Chronicle of Higher Education
- College Student Educators International
- Student Affairs Administrators in Higher Education
- Higher Ed Jobs
- Diverse Issues in Higher Ed
- CSU Careers
- Association of Mathematics Teacher Education
- National Council of Teachers of Mathematics
- MinorityPostDoc.com
- National Center for Faculty Development and Diversity
- Latinos in Higher Ed
- Association of Women in Mathematics
- American Educational Research Association
- Facebook & LinkedIn (Shared by current employees to their personal networks)
- Cal Poly Report (Internal Staff & Faculty Newsletter)

*Embedded documents on the following pages show examples of Cal Poly SOE recruitment efforts on these platforms.*



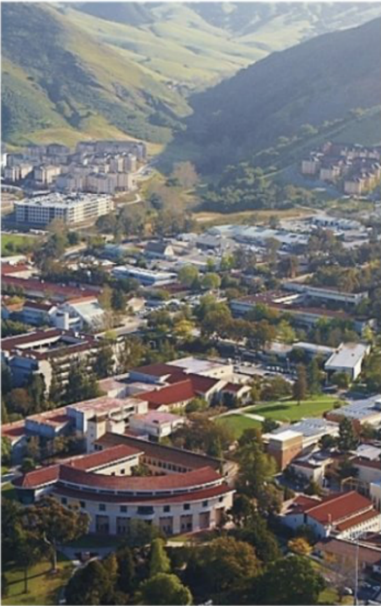


**CAL POLY**  
School of Education

## Clinical Practice Coordinator

California Polytechnic State University, San Luis Obispo is currently recruiting for a **Clinical Practice Coordinator (CPC)** in the School of Education. This position will provide critical support to our credential program coordinators to facilitate, plan, coordinate and track all aspects of our clinical practice placements. The Clinical Practice Coordinator will have regular e-mail and phone contact with our many school sites to ensure that we are cultivating strong and mutually beneficial relationships.

The CPC will make occasional visits to schools to meet school site personnel and will liaise with schools and school district offices over supporting paper work. The CPC will be responsible for tracking all clinical practice related data that is required for the School of Education's accreditation through the Commission on Teacher Credentialing (CTC). For additional information visit [calpolyjobs.org](http://calpolyjobs.org) (requisition #104670) or email Dr. Kevin Taylor at [jktaylor@calpoly.edu](mailto:jktaylor@calpoly.edu).




### Summary of Required Qualifications:

- Demonstrated ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere and maintain effective working relationships within a diverse population.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, verbally and in writing.
- Demonstrated ability to maintain a high degree of confidentiality.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

The School of Education (SOE) offers a range of educational programs including post-baccalaureate teaching credentials, advanced credentials and master's degrees. As an interdisciplinary unit, the SOE delivers its programs in partnership with departments in two other colleges, the Center for Engineering, Science and Mathematics Education (CESAME), in addition to school districts and county offices of education throughout our service area. More information may be viewed at [www.soe.calpoly.edu](http://www.soe.calpoly.edu).



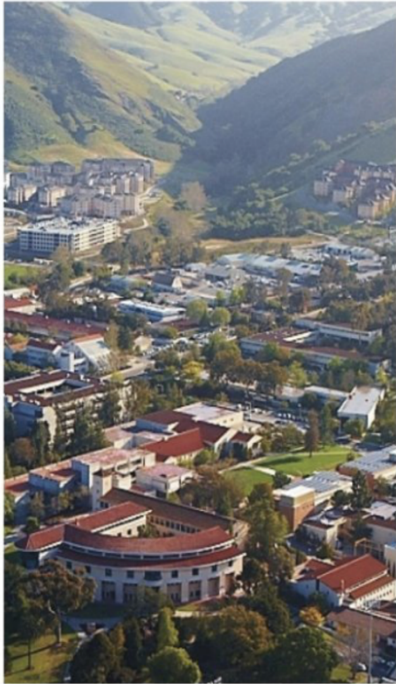


**CAL POLY**  
School of Education

## Credential Analyst Trainee

California Polytechnic State University, San Luis Obispo is currently recruiting for a **Credential Analyst Trainee** in the School of Education. The successful applicant will work closely with students and faculty to support the success of teacher candidates as they navigate the many requirements associated with obtaining a California teaching credential.

Under direct supervision this position will acquire the essential skills and abilities to perform work comparable to the work of a Credential Analyst I. The incumbent will be reviewed at 6 months and 12 months to ensure that they are capable of performing at the level of a Credential Analyst I, in addition to being capable of reviewing, analyzing, evaluating and processing applications for teaching, administrative, and specialist credentials, and for the School of Education's Master's degree programs. For more information visit [calpolyjobs.org](http://calpolyjobs.org) (requisition #104682) or email Dr. Kevin Taylor at [jktaylor@calpoly.edu](mailto:jktaylor@calpoly.edu).



### Summary of Required Qualifications:

- Ability to interpret, communicate, and correctly apply overlapping policies and regulations to inform decision making.
- Ability to quickly learn the regulations pertaining to the issuance of the various credentials for public school teaching in California.
- Ability to evaluate academic qualifications, determine credit to be granted and report student status using applicable policies.
- Ability to quickly learn, CSU, Title V, campus and SOE graduate program policies and to identify problems and research solutions.
- Ability to comprehend and communicate new and on-going information acquired from trainings, conferences, and workshops.
- Ability to learn the process of identifying and reporting student credentialing issues in a clear and concise manner.
- Ability to identify, examine, and analyze a problem and produce a creative and workable solution.
- Demonstrated ability to handle highly sensitive interpersonal situations, establish and maintain cooperative and effective working relationships and to coordinate with others on shared projects.
- Demonstrated ability to work independently and plan, organize, coordinate and perform long range activities.
- Ability to check and verify complex records for compliance with established criteria. Ability to write correspondence and prepare standard reports; demonstrate thoroughness and accuracy; interpret and apply regulations; maintain confidentiality.
- Ability to initiate, establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

The School of Education (SOE) offers a range of educational programs including Master's Degrees and Teaching Credentials. The SOE delivers its programs in partnership with many departments in three colleges across Cal Poly, the Center for Engineering, Science and Mathematics Education, in addition to a great many school districts and county offices of education in our service area. More information may be viewed at [www.soe.calpoly.edu](http://www.soe.calpoly.edu).



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**California Polytechnic State University**  
 Location: San Luis Obispo, CA 93407  
 Job Type: Regular  
 Job Schedule: Part-time

Document ID: AB274-TWH5  
 Posted on: 03/27/2018

**Part-Time Instructor Pool - School of Education**

**Cal Poly, San Luis Obispo**

**Part-Time Instructor Pool - School of Education**

**Department:** CSM-School of Education (117600)

**College/Division:** CSM-College of Science & Math

**Salary Range:** Rank and salary are commensurate with qualifications, experience, and time base.

**Position Description:**  
 APPOINTMENTS FROM THE PART-TIME POOL ARE TEMPORARY AND OFTEN MADE JUST PRIOR TO THE START OF THE ACADEMIC TERM, SO APPLICANTS MUST BE AVAILABLE ON VERY SHORT NOTICE.

SCHOOL OF EDUCATION, PART-TIME LECTURER POOL. The School of Education within the College of Science and Mathematics is seeking applications for a pool of part-time lecturers as needed. Possible appointments include providing instruction for courses in the Master's degree programs or teaching and service in the credential programs for the academic year 2017-18. Applications are welcomed from candidates with one or more of the following specialties: Multiple Subject, Single Subject, Counseling and Guidance, Curriculum and Instruction, Special Education, and Educational Leadership and Administration. Rank and salary are commensurate with qualifications, experience and time base. If you have any questions, please contact the recruiting department at: (805) 756-1503.

NOTE: If you are interested in being a University Supervisor/Clinical Education Supervisor, please see job requisition #104549.

**Minimum Qualifications (Staff Only):**

**Required Qualifications:**  
 Applicants must have successful teaching experience and a Master's degree or higher in Education or a related discipline.

For the Educational Leadership and Administration Program, clinical education faculty applicant's minimum requirements are an MA in Educational Leadership or closely related field (doctoral degree preferred), possession of or eligibility for the CA Administrative Services credential, and five (5) years of experience as a K-12 school administrator.

**Preferred Qualifications:**

**Special Conditions:**  
 Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly, San Luis Obispo. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Note: Cal Poly cannot deny an applicant a position solely or in part due to a criminal conviction history until it has performed an individualized assessment and linked the relevant conviction history with specific job duties in the position being sought.

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**California Polytechnic State University**  
 Location: **San Luis Obispo, CA 93407**  
 Job Type: Regular  
 Job Schedule: Full-time

Document ID: AB313-341K  
 Posted on: 03/27/2018

Credential Analyst I/II

**Cal Poly, San Luis Obispo**  
  
**Credential Analyst I/II**

**Department:** CSM-School of Education (117600)

**College/Division:** CSM-College of Science & Math

**Salary Range:** Credential Analyst I \$3,571 - \$5,068 per month. Credential Analyst II \$3,911 - \$5,555 per month.

**Position Description:**  
 Cal Poly is looking to recruit a **Credential Analyst** in the School of Education. The successful applicant will work closely with students and faculty to support the success of our teacher candidates as they navigate the many requirements associated with obtaining a California teaching credential.

**The Position**  
 The Credential Analyst provides a broad range of credentialing functions including reviewing, analyzing, evaluating and processing applications for teaching, administrative, and specialist credentials. This position provides credentialing and degree information to the California Commission on Teacher Credentialing (CTC), CSU Chancellor's Office, Cal Poly campus, School of Education, K-12 schools, the educational community, and the general public. This position will also serve as an advisor to all Cal Poly students interested in a career in K-12 education.

**The Manager**  
  
 The successful applicant will report to Prof. Kevin Taylor, Director in the School of Education. Taylor has been at Cal Poly for 18 years, starting as a teacher educator in physical education as a faculty member in Kinesiology. Prior to becoming director two years ago, Taylor was department chair in Kinesiology.

**The Team**  
  
 The School of Education collaborates with many different units across campus so the broader team has many levels and includes faculty across the university. The core team of staff within the School of Education comprises 5 people each of whom reports to the Director; the successful applicant will be one of two credential analysts and between them they will form the Credential Analyst team.

**The Department**  
  
 The School of Education (SOE) offers a range of educational programs including Master's Degrees and Teaching Credentials. The SOE delivers its programs in partnership with many departments in three colleges across Cal Poly, the Center for Engineering, Science and Mathematics Education, in addition to a great many school districts and county offices of education in our service area.

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### Part-Time Instructor Pool - School of Education

<b>Institution:</b>	California Polytechnic State University - San Luis Obispo
<b>Location:</b>	San Luis Obispo, CA
<b>Category:</b>	Faculty - Education - Edu. Admin and Leadership (study of)
<b>Posted:</b>	07/13/2017
<b>Type:</b>	Adjunct/Part-Time

#### Institution Overview

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**Requisition Number:** 104549

**Regular / Temporary:** Temporary

**Full / Part Time:** Part-Time

**Appointment Duration / End Date:**  
2017-18 Academic Year

**Department**  
CSM-School of Education (117600)

**College / Division**  
CSM-College of Science & Math

**Salary Range**  
Rank and salary are commensurate with qualifications, experience, and time base.

**Pay Plan**  
Academic Year

**Position Description**  
APPOINTMENTS FROM THE PART-TIME POOL ARE TEMPORARY AND OFTEN MADE JUST PRIOR TO THE START OF THE ACADEMIC TERM, SO APPLICANTS MUST BE AVAILABLE ON VERY SHORT NOTICE.

SCHOOL OF EDUCATION, PART-TIME LECTURER POOL. The School of Education within the College of Science and Mathematics is seeking applications for a pool of part-time lecturers as needed. Possible appointments include providing instruction for courses in the Master's degree programs or teaching and service in the credential programs for the academic year 2017-18. Applications are welcomed from candidates with one or more of the following specialties: Multiple Subject, Single Subject, Counseling and Guidance, Curriculum and Instruction, Special Education, and Educational Leadership and Administration. Rank and salary are commensurate with qualifications, experience and time base. If you have any questions, please contact the recruiting department at: (805) 756-1503.

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## Part-Time University Supervisor Pool - School of Education

<b>Institution:</b>	California Polytechnic State University - San Luis Obispo
<b>Location:</b>	San Luis Obispo, CA
<b>Category:</b>	Faculty - Education - Teacher Education
<b>Posted:</b>	07/13/2017
<b>Type:</b>	Adjunct/Part-Time

### Institution Overview

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**Requisition Number:** 104548

**Regular / Temporary:** Temporary

**Full / Part Time:** Part-Time

**Appointment Duration / End Date:**  
2017-18 Academic Year

**Department**  
CSM-School of Education (117600)

**College / Division**  
CSM-College of Science & Math

**Salary Range**  
Rank and salary are commensurate with qualifications, experience and time base.

**Pay Plan**  
Academic Year

**Position Description**  
APPOINTMENTS FROM THE PART-TIME POOL ARE TEMPORARY AND OFTEN MADE JUST PRIOR TO THE START OF THE ACADEMIC TERM, SO APPLICANTS MUST BE AVAILABLE ON VERY SHORT NOTICE.

The University Supervisor/Clinical Education Supervisor shall: (1) develop and maintain a professional working relationship among cooperating teachers, school administrators, school staff, and teacher candidates; (2) make at least four observations per quarter of the teacher candidate; (3) evaluate teacher candidate; (4) confer with the teacher candidate and cooperating teacher on topics pertinent to the teacher candidate's performance; (5) assist the teacher candidate and cooperating teacher regarding problems that may arise during the clinical experience; (6) assign and submit a grade for clinical experience; (7) Supervisors may be involved in Teacher Performance Assessment. Rank and salary are commensurate with qualifications, experience and time base.

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