

ALTERNATIVE TEACHER LICENSURE COORDINATOR



Department:	Teaching and Learning
Reports To:	Director of Teaching and Learning
Group/FLSA Status:	Program Specialist (PS) / Exempt
Revised:	7/05/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Alternative Teacher Licensure Coordinator is a temporary, part-time position to help coordinate the written application process to seek Unit/Program Approval for Teacher Preparation on behalf of the SWWC. This is a grant funded position.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Demonstrate good written and oral communication skills;
- Knowledge of Minnesota teacher licensing requirements;
- Knowledge of SWWC programming and services;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- A background in pre K - 12 and post-secondary education;
- Knowledge of Minnesota's new Tiered Teacher Licensure as outlined by Professional Educators Licensing Standard Board (PELSB);
- Knowledge of competencies required for Minnesota teacher licensure;
- Experience in coordinating/facilitating professional development;
- Experience in providing potential teacher candidates with field experiences;
- Ability to demonstrate basic use of Microsoft Office Programs;
- Ability to work independently or with a team;
- Maintains confidentiality;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to meet timelines;
- Ability to use modern office equipment, technology, and related software;
- Ability to establish and maintain effective working relationships with SWWC staff and Advisory Committee.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree;
- Background in pre K – 12 and post-secondary education preferred.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Teaching and Learning;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Some travel may be required;
- Majority of work will be computer-based (Microsoft programs);
- Online and face-to-face meetings.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.