



COORDINATOR, CENTER FOR TEACHER EDUCATION
(POSITION NO. FA309)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 19,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 285,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Coordinator, Center for Teacher Education. The position will be assigned to the School of Humanities and Social Sciences, Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$100,850. Approximate maximum hiring salary: \$70,500.
QUALIFICATIONS REQUIRED	Master's degree in higher education, educational leadership, educational administration, or related discipline. Considerable knowledge of K-12, higher education, or community college teaching and administration; program development and assessment; and grant administration. Demonstrated ability to manage a comprehensive teacher preparation program; develop and implement strategic goals and objectives; and conduct periodic program review and provide formal assessments. Demonstrated ability to secure and manage grant resources; develop policies and procedures; and manage and plan budgets. Demonstrated ability to supervise and direct the work of professional staff. Demonstrated ability to operate a personal computer and current software programs. Demonstrated knowledge of effective design and delivery of distance learning courses. Demonstrated ability to communicate effectively, orally and in writing, and maintain a high level of interpersonal skills with a widely diverse faculty, staff and student population. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Progressive experience in grant writing and presentation. College teaching and K-12 teaching experience strongly preferred. Experience in the development, implementation and evaluation of new initiatives. Valid teaching license held at some point in the career; current membership in an educational professional organization.
POSITION RESPONSIBILITIES	Under the general direction of the Dean of the School of Humanities and Social Sciences, the Coordinator of the Center for Teacher Education is responsible for the daily operation of the Center for Teacher Education. The Coordinator oversees the development and implementation of the Center's objectives, initiatives, policies and procedures, oversees budget planning and preparation, collaborates with the Office of Advancement in securing and managing grants, collaborates with the Community College Workforce Alliance on marketing and special initiatives. The Coordinator organizes faculty, CTE Advisory Committee, and CCWA curriculum teams for validating and updating curricula for perspective teachers. Additionally, the Coordinator oversees the placement of EDU 200 and SDV 107 students for observation in area schools, liaison activities with K-12 school divisions, with the VCCS, and with four-year institutions, and directs support staff.
APPLICATION PROCESS	Application reviews will begin OCTOBER 14, 2010 . Applications will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.