

Assignments listed below may not be offered or available every term. Please check with the department for a list of available assignments. We encourage all qualified candidates to submit an application indicating courses of interest.

DEPARTMENT: EDUCATION (Job #7055)	
COURSE NUMBER	COURSE TITLE or AREA OF SPECIALIZATION
	Program Leader/Coordinator for Educational Leadership Program
Duties:	<p>The Educational Leadership (EDL) Program provides an avenue through which certificated teachers, speech therapists, school counselors, psychologists, nurses and librarians are able to earn a California Administrative Services Credential (ASC).</p> <p>The Program Leader/Coordinator will oversee all aspects of the EDL Program. Typical duties include, but are not limited to: Promoting and marketing the EDL Program to the local and outlying Local Education Agencies (LEAs); recruitment and screening of potential program candidates; maintaining and utilizing a Program Advisory Committee to gather and disseminate information as needed; providing an orientation to all new EDL Program candidates; being conversant with the California laws, standards and expectations that govern the certification process of entry level school administrators; working with different university departments and committees (example: Admissions; Registrar; Credential Analyst; Curriculum Committee; etc.) as needed in order to achieve the mission of the EDL Program; coordinating the candidates' fieldwork placements and supervision in conjunction with the Fieldwork Site Supervisor; attending meetings (example: School of Education meetings; Program Leader meetings; Grad Committee meetings, etc.) as needed; maintaining communication as needed with the Dean for the College of Professional Studies, Chair for the School of Education, and faculty and staff of the EDL Program; developing the yearly calendar of courses for the program; assisting accepted program candidates with the registration and admissions process to both the University and EDL Program; working in conjunction with Assistant Coordinator, Transcript Analyst and others to assure proper maintenance of all student records; advising and collaborating with the appropriate faculty in supervising and evaluating EDL Program faculty; sustaining and nurturing partnerships with the County Office of Education and LEAs in order to provide the best possible fieldwork experiences for program candidates; and maintaining all necessary program accountability, reports and documentation (example: biennial reports, accreditation documents, etc.) in order to meet and retain program accreditation.</p> <p>This is a part-time temporary faculty appointment. The successful candidate may apply for additional employment through the Temporary Faculty Pool. See course listings and assignments at:</p> <p>http://www.humboldt.edu/aps/employment/pool_opportunities.html</p>
Minimum Qualifications:	<p>Degree: Masters degree in Education or related field</p> <p>Experience: 5 years of teaching or related experience in a K-12 setting; 3 years of school site administrative experience; 2 years of district or county office level experience; and a CA Administrative Credential</p> <p>Preferred: Doctorate in Education or related field; ability to work well with diverse students, staff, faculty and community stakeholders; awareness of, and experience with adult learning theory; familiarity with the local and outlying educational communities; proven leadership skills; and ability to motivate students and faculty</p>
See application instructions at:	http://www.humboldt.edu/aps/employment/pool.html
Submit to:	School of Education (Job #7055)
	Humboldt State University
	1 Harpst Street
	Arcata, CA 95521-8299
Phone:	707-826-5873
Fax:	707-826-5868

It is the responsibility of the applicant to provide complete and accurate employment information. Evidence of required degree(s), certifications(s), or licenses(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily as a condition of employment with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu.