

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code:**  **Job Family:**  **Job Function:**  **Job Category:** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| --- | --- | --- |
| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** | 9/18/24 |
| **Department & Division:** | School of Teacher Education  College of Education |
| **Employee Name**  *(leave blank if vacant)***:** | Teresa Ramirez-Velasquez |
| **Current Classification & Grade:** | Administrative Support Coordinator II |
| **FLSA Status:**  *(exempt or non-exempt)* | Non-exempt |
| **Working Title:** | Department Coordinator |
| **Position Number & Job Code:** | 10002076  1035 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Lynne Bercaw, Department Chair 12 Mo  10000496 |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

The School of Teacher Education is primarily a graduate-level academic department that encompasses teacher preparation through state-licensed teaching credential programs for multiple and single subject credential students, graduate programs in curriculum and instruction and various other educational disciplines.

The departments provides quality education for the diverse student population of California in three areas of their teachers’ career: (1) undergraduate level (Liberal Studies and Integrated Teacher Preparation Program), (2) credential level (multiple subjects program, single subject program, reading and literacy leadership specialist, reading and literacy added authorization), (3) graduate level (MAT Online in Elementary and Secondary Curriculum and Instruction, MAT Mathematics and Science Education, MAT Reading Language Arts, MA Language Arts). In addition, department faculty members teach in two doctoral programs in the College of Education.

The department collaborates with numerous school district partners in San Diego County where most of our student teacher are placed with guide teachers.

The school currently has 19 tenured/tenure track faculty, 93-120 lecturers, and approximately 1,000 students.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

The Administrative Coordinator supports the School of Teacher Education and its current and prospective students, faculty, staff, and campus/community colleagues. Serving in this position requires a thorough, detailed knowledge of applicable university infrastructure, policies, and procedures. While work is performed independently, effective skills in coordinating efforts with other campus personnel are essential.

Given the number of programs, credential and certificates, the administrative responsibilities can be complex. Possessing excellent organizational and interpersonal skills is crucial to managing the day-to-day department operations smoothly and efficiently. It is critical that the individual is qualified to handle highly sensitive situations and interpersonal interactions at all levels, i.e., with students, faculty, staff, and other university and school partners.

The person serving in this position is responsible for:

* Department administrative and financial functions: Ensuring compliance with university policies and procedures. Meeting campus deadlines. Communicating general information, problem solving, and maintaining confidentiality. Responsibilities include: The various department budgets; expense and financial processing; reports and written materials; contracts; and records and filing.
* Department Class Schedule: Developing and entering class schedule drafts and maintaining master class schedule. Collects input from faculty and cohort leaders to develop the class schedule. Search the system for available classroom and assign them to courses
* Updates General and Graduate catalogs. Serves as a major resource in providing information about major changes in the program.
* Prepares elections for department and college committees
* Department Faculty Appointments: Coordinating, completing, and reviewing faculty appointment and payroll paperwork. Assist department chair with the hiring process for new temporary faculty
* Assisting Department Chair with department faculty candidate searches, the Retention, Tenure and Promotion (RTP) process, faculty evaluations and range elevation of temporary faculty
* Review RTP letter making sure that the proper format is used, dated correctly, et.
* Create interfolio cases for temporary faculty for their performance review and provide training to upload materials to their cases.
* Maintaining Personnel Action Files.
* Reviews supervision reports for accuracy
* Student Support: Assisting Chair, department faculty members, Office of Student Success, COE admissions manager and other applicable personnel/areas in a range of student support issues including the admittance process, course registrations, RDRs, final comprehensive exams, grade changes, and GRE collection. Communicating general information to students and directing students to resources. Maintaining student files in department office and filing necessary documentation with Graduate Studies. Enters student data in campus student information systems.
* Process faculty Assigned Time Reports
* Serves as ASC I lead including backing up the following duties
  + Department office management responsibilities: staffing front desk and department phone; answering inquiries; calendaring and scheduling; meeting and event planning; facilities; office supplies and equipment; correspondence and mailings; data entry; maintaining files and records; and hiring and supervising student assistants.
  + Prepares remuneration report (student teaching placement) to process stipends to guide teachers
* Other duties as assigned

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.

**III. CHANGES IN RESPONSIBILITIES**

The faculty and students in the School of Teacher Education has almost doubled in the last few years. This growth of size and complexity has overwhelmingly increased the responsibilities of the incumbent. New duties are as follow:

* Two undergraduate programs (Liberal Studies and ITEP), one Minor (Cultural Proficiency), a Doctoral Program cohort (Math/Science EdD) have been added to the School of Teacher Education. The number of students served has increased.
* Assigns credential students to an approved student teaching supervisors according to their subject competency while following lecturer Order of Appointment policies. Confirms that the two reconcile and provide corresponding schedule number to students to register with appropriate supervisor.
* Due to increased complexity in course delivery modalities, faculty need ongoing additional ISA support in the classrooms: Monitors and confirms with supervisors the total hours for Instructional Support Assistants for various courses before the hours are approved.
* The San Diego Unified School District Guide teacher stipend payment process has changed. Each semester, it requires completion of a special payment request for each individual guide teacher and follow up with GTs and Accounts Payable. Each semester we have from 140 – 200 guide teachers from SDUSD.
* Provides training for new COE coordinators.
* Supports cohort leaders in the single and multiple subject teaching credential programs and informing them of university policies and procedures.
* Maintains a database for the department faculty application pool.
* Sends registration materials to new admits and continuing students in the credential program.
* Monitors enrollment for teaching credential students and informing them about university procedures and deadlines.

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| **Department administrative and financial functions**   * Has thorough, detailed knowledge of applicable university infrastructure, policies, and procedures--applies and follows in all duties and responsibilities. Reviews department policies and procedures relative to university policy requirements and ensures compliance. * Establishes deadlines and procedures for working with faculty members and others. Meets campus and department deadlines. * Communicates general department and program information to faculty, students, and others. Works to resolve problems. If necessary, takes problems to the Chair with recommendations and precedence information related to the solution. Interfaces with staff from other areas of the university in the completion of duties. * Maintains Policy and Procedure files. Recommends needed changes. Maintains comprehensive files and records for the department. * Prepares, writes, revises, or updates standard and miscellaneous reports and department materials. * Manages the various department budgets including operational, instructional, work study/student assistant, concurrent enrollment/Global Campus, summer school, department auxiliary funds, student success fee/IRA, faculty allocations, and state-side special projects. Initiates budget interactions with the Dean’s Office and maintains careful, up-to-date records for department. * Processes office, travel, and program expense paperwork; purchasing, and reimbursements for the department, programs, and faculty; “guide teacher” payments; Global Campus course proposals and payment forms. * Works with Dean’s Office staff on department contractual issues. Handles student learning agreements. Purchase requisitions. * Maintains confidentiality. | 30% |
| **Class Scheduling**   * Under the direction of the Chair, develops and enters schedule draft and maintains master class schedule ensuring necessary courses are offered at times that don’t conflict and ensures that the department is meeting all program, faculty, and fiscal obligations. Collects information on schedule preferences and needs from faculty. Reviews the schedule meticulously to ensure that it is correct and provides complete information. * Under the direction of the Chair, edits catalog drafts to be sure that departmental policies and practices are properly reflected in catalog copy. Ensures that all suggested changes are clear, accurate and complete, and gathers information requested to assist faculty in developing new content. * Acts as syllabus coordinator for the department. | 30% |
| **Faculty Appointments and Personnel Records**   * Coordinates and completes all faculty appointment paperwork including data entry and communicating with faculty and with applicable management and staff. Under the direction of the Chair, ensures department covers necessary workload while meeting its faculty contractual obligations. Confirms enrollment, appointments submitted, and corresponding payroll are correct. * Provides support to department faculty search committees including maintaining records, logistics for interviews, and preparing correspondence. * Processes and submits the Assigned Time and Supervision Reports for the department. * Keeps departmental personnel records (including Personnel Action Files).   Works with Dean's Office by coordinating implementation of procedures related to faculty appointment, reappointment, tenure, and promotion (RTP), sabbaticals, post-tenure, lecturer periodic evaluations for the department and range elevation of temporary faculty. Assists with various levels of RTP correspondence.   * Coordinates faculty evaluation processes for the department, working with the Department Chair and Dean's Office. | 20% |
| **Office Management: Leads and backs up School ASC I**   * Staffs front desk, department phone and email. Answers inquiries. Maintains positive appearance of department suite and conference rooms. * Maintains department calendar and scheduling. Departmental meeting and event planning. * Processes facilities requests; serves as department conference room, telephone, and key issue coordinator; maintains office supplies and equipment. * Prepares elections for department and college committees * Prepares remuneration report (student teaching placement) to process stipends to guide teachers * Assists with department correspondence and mailings. Responds to inquiries from faculty, staff, and students within and outside the department. When appropriate, composes memoranda and letters for Department Chair. Takes minutes at official department/faculty meetings. * Completes data entry tasks. Maintains department files and records. * Hires and supervises department student assistants. Assists in hiring student assistants funded by program and faculty allocations. | 5% |
|  |  |
| **Student Support**   * Provides clerical support in a range of student support issues. This may include the admittance process, course registrations, RDRs, final comprehensive exams, grade changes, and GRE collection. * Communicates general information to students and directs students to resources. Maintains student files in department office and files necessary documentation with Graduate Studies. * Enters accurate and timely student enrollment records in Campus student information systems. * Manages and regularly updates various logs related to the admissions process and provides students with schedules/schedule numbers in order to register. * Assists Department Chair and faculty with planning for and logistics of recruitment activities. | 10% |
| **Other duties as assigned** | 5% |
| **Total**  **=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
| ASC I | ASC I | Direct |
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**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures

and practices, as well as an ability to understand and operate in a variety of organizational structures.

Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and

punctuation and be able to clearly communicate orally and in writing. Some positions may require a

knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office

support technology systems and software packages is also a prerequisite.

These qualifications would normally be obtained through a high school program, technical/vocational

program, or their equivalents combined with several years of related office work experience.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

Experience to be fully functional in all technical aspects of work assignments.

● Ability to independently handle multiple work unit priorities and projects.

● Ability to apply independently a wide variety of policies and procedures where specific guidelines may

not exist.

● Working knowledge of budget policies and procedures.

● Ability to draft and compose correspondence and standard reports.

● Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.

● Thorough mastery of English grammar, punctuation, and spelling.

● Expertise in using office software packages, technology, and systems.

● Ability to interpret and apply policies and procedures independently and to use judgment and

discretion to act when precedents do not exist.

● Ability to troubleshoot most office administration problems and respond to all inquiries and requests.

● Ability to understand problems from a broader perspective and anticipate the impact of office

administration problems and solutions in other areas.

● 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 write and present own reports.

* *Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.*
* *Ability to use negotiation and persuasion skills to achieve results and expedite projects.*

*C. Specialized skills required for this position*

*N/A*

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

N/A

**VII.** **PREFERRED QUALIFICATIONS**:

Commitment to Diversity, Equity and Inclusion practices: Expertise or experience with anti-racist and

anti-bias practices that can support the well-being of faculty, staff, and students and foster an inclusive

environment regardless of races, ethnicities, cultures, social classes, sexual orientations, gender identities and

expressions, linguistic identities, body identities, religious or secular beliefs, spiritual traditions, creeds,

political views, ages, abilities, and citizenship.

•Experience working in a higher education or public sector setting.

•Experience working with a highly diverse student populations in a university setting.

•Experience working in a counseling or student affairs environment.

•Experience working as a coordinator in an academic department.

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| F | Bending (neck) | C | Reading & Comprehending |
| F | Bending (waist) | C | Writing |
| N | Climbing | F | Performing Calculations |
| N | Crawling | C | Communicating Orally |
| O | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| C | Sitting | C | Directing/Coordinating Others: |
| O | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| F | Twisting (neck) | C | Exposure to variations in temperature/humidity |
| F | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| F | Walking | N | Operates machinery or drives motorized equipment |
| F | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| F | Reach above/below shoulder | N | Working outside with various weather conditions |
| O | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
|  | Forecast |  | Define Roles |
|  | Set Program Goals |  | Give Input to Position Descriptions |
|  | Determine Budget Allocations |  | Determine Selection Criteria |
|  | Establish, Implement, Revise Policies |  | Recruit/Interview/Select |
|  |  |  | Orient Staff |
| **Organization** | | **Employee Relations** | |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline |
|  | Establish Priorities to Meet Goals |  | Administer Collective Bargaining Agreements |
|  | Schedule Work for Employees |  | Prepares/Investigates Grievance Awards and Complaints |
|  | Implement procedures |  | Formulates/Represents University Position for Formal Grievances/Complaints |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
|  | Educate |  | Determine Performance Standards |
|  | Delegate |  | Authorize/Approve Awards |
|  | Coordinate |  | Prepare Performance Evaluations |
|  | Coach/Train/Develop |  | Observe/Follow-Up on a Daily Basis |
|  | Recommend Formal Training |  | Correct Work/Behavior Problems |
|  | Motivate |  |  |
|  | Instruct/Demonstrate |  |  |
|  | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
|  | Describe Relationships Between Functions |  |  |
|  | Define Department/Divisional Structure |  |  |
|  | Establish Priorities to Meet Goals |  |  |
|  | Schedule Work for Employees |  |  |
|  | Establish deadlines |  |  |
|  | Implement procedures |  |  |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |

**MPP Job Code:**

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| --- | --- | --- |
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# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

