**Residency Coordinator Position, SF State**

**Graduate College of Education with Department of Secondary Education**

**Roles and Responsibilities of SFUTR Coordinator for SF State:**

These are distinct from what program faculty do for all other credential candidates, and are activities required of the Residency Program and the residents.

**Joining the Secondary Education Department as Residency Coordinator:**

1. Report to the SED Department Chair.
2. Participate in SED Department Meetings.
3. Meet with SED Faculty Liaison, SED Chair and/or Associate Dean regularly.
4. Collaborate with SED Faculty Liaison to delineate tasks specifically related to supporting residents, university supervisors, and faculty who teach the residents:
5. Communication
6. Student support
7. Following up on all the requests and email threads
8. As needed, represent SF State at statewide or regional Residency Program meetings;
9. Assist the SED Chair with providing any information, budgets, or data to SFUSD and SFUTR for reporting as needed for the grant.
10. Other matters as they arise, e.g. working with the SED Chair to submit applications for Chancellor’s Office Residency Grant;
11. Other duties as agreed upon by Coordinator and SED Chair

**University Supervision for Residents**

1. Work with SED Placement Coordinator Guilaine Salomon to assign university supervisors for each resident;
2. Create Supervisor Handbook language to describe the expectations for supervision of residents and communicate expectations for supervision to each supervisor;
3. Collaborate with  university supervisors as needed in offering support and coaching to the residents throughout the year of residency placement; facilitate a strong relationship between residents, cooperating teachers, and university supervisors.

**Residency Program Design and Implementation**

1. Initial Program Design, Roadmap, and Curriculum Flow: Work with SED faculty and department chair to design the residency program as a subset of the SED credential program; create a Roadmap for Residents to complete the SED credential(s) efficiently.
2. Tracking and Documenting Program Needs, Questions, and Decisions: Call attention to  program contradictions, redundancies, and other barriers to help the department smooth out the residency experience;
3. With Dean and Associate Dean, and SF State Team: Helping SF State and GCOE define what a coordinator does and needs as part of our first year of SFUTR.

**Resident Recruitment and Admission**

1. Collaborate with SED Department Chair to participate in interviews, make decisions about resident admissions, and offer information sessions to accepted candidates.
2. Liaison to SFUTR for final recruitment steps into the Residency Program.

**Support for Residents**

1. Work with university units and SED in to facilitate of residents’ pathway through the program.
2. Surface when there’s a need for intervention support for residents and how to connect them with these resources:
3. Registration, financial aid, tests and TPAs, navigating multiple course requirements; obtaining basic needs, registering for CalFresh, getting mental health care or counseling.
4. Other supports as needed.

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