

Position: Education Certification Officer and Teacher Candidate Coordinator (Part-time)

Department: Director of the Center for Student Success, Academic Affairs

Reports to: Director of the Center for Student Success; works closely with the Department Chair of the College's Education Department

Job Summary: Monitors St. Francis College teacher candidates' progression through the College's Education Program. Responsible for gating and documenting students' completion of all necessary requirements to qualify for NYSED state certification. Works closely with the teacher candidates and with the Education advisors in the College's Center for Student Success, as well as with field experience cooperating teachers, school administrators, and Education Department faculty. Assists students in the completion of their requirements for the Education program of study: from admission to St. Francis College to institutional recommendation for certification.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position will generally consist of approximately 15-20 hours per week.

Duties and Responsibilities:

- Monitor applications to the College's Education Program
- Monitor teacher candidates' progression through program gates and document student completion of all necessary requirements to qualify for NYSED state certification
- Orient new and transferring students to the requirements for teacher certification
- Enter fingerprint nominations into the Personnel Eligibility Tracking System (PETS)
- Communicate information about required certification exams
- Prepare orientations for the teacher certification pathway
- Recommend, coordinate, or update information in the College's Canvas Education Group
- Complete institutional recommendations
- Communicate changes in NYSED requirements
- Direct students to mandated workshops
- Arrange initial capstone placements for teacher candidates
- Field calls from area principals and respond to alumni and public inquiries
- Create and/or update student teaching handbooks
- Manage collection of workshop certificates and field work hours
- Attend department meetings and any NYSED/DOE meetings to remain current on teacher education and field experience/clinical requirements.
- Work with the College's Education Department Chair and the College's Office of Communication to recommend and coordinate updates to the Teacher Education Program web page
- Provide accurate and timely information to teacher candidates in the completion of certification programs in the College's Education Department
- Perform related data entry duties
- Perform all other duties as assigned

Qualifications:

- Bachelor's degree required; Master's in Education preferred
- 2-4 years of relevant experience
- Demonstrated proficiency in Word processing, Excel, Google Drive, Canvas LMS or similar learning management systems, ACCESS Programs including queries, Infographic software
- Familiarity with Title II reports preferred in order to assist the Education Department Chairperson in the completion of these reports
- Familiarity with accreditation processes is preferred
- Confidence in working with database management systems
- Effective communications skills, collegial, and cross-cultural sensitivity and awareness
- Excellent attention to detail and accuracy
- Self-motivated
- Ability to interact collaboratively and professionally with diverse groups
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is a private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

Interested applicants can apply by clicking [here](#).