

Coordinator, ELLA/LSP (4169U) 70880  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239467>

Downloaded On: Aug. 10, 2024 11:25am

Posted Jul. 29, 2024, set to expire Nov. 8, 2024

<b>Job Title</b>	Coordinator, ELLA/LSP (4169U) 70880
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Coordinator, ELLA/LSP (4169U) 70880**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

The Berkeley School of Education (BSE) is a professional school that offers doctoral degrees with 12 concentrations, master's degrees, master's/credentials programs, and an undergraduate minor degree. In addition to research, the school is highly visible in its international, national, state-wide, and local outreach, professional development, and enrichment programs. The Leadership Programs match the overall scope of the BSE. Its offerings include 1 professional doctorate (EdD), the Principal Leadership Institute (MA + Preliminary Administrative Services Credential), Leadership Support (Clear Administrative Services Credential), the 21CSLA State Center (a grant-funded project of the California Department of Education), 21CSLA Regional Center, 21 CSLA Universal Transitional Kindergarten (UTK) and other grant and revenue-generated work.

### Position Summary

The Coordinator supports the Berkeley School of Education Leadership Programs in designing, conducting, promoting, and supporting various educational programs for practicing educational leaders both locally and globally. There are two primary areas of responsibility: (1) The Leadership Support

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Program (LSP), and (2) The Educational Leadership Learning Accelerator (ELLA). The Leadership Support Program is a 2-year induction program for newly credentialed administrators in California, which the PES4 will coordinate, including by overseeing all operational responsibilities. The Educational Leadership Learning Accelerator serves practicing leaders both nearby and across the world as they seek continued professional learning to support their developing practice. In both of these programs, the PES4 will research and assess the educational needs and interests of various types of educational leaders, assist in developing and organizing learning activities, and oversee operations.

#### Application Review Date

The First Review Date for this job is July 27, 2024

#### Responsibilities

- Administers program operations, including recruitment, admissions, enrollment, monitoring, credentialing, reporting, event management.
- Uses considerable discretion to determine methods and procedures to support program design and continuous improvement.
- Evaluates and engages with prospective program partnerships.
- Develops, prepares and reconciles budget for program(s).
- Recruits, selects, orients, evaluates and supervises professional development providers.
- Establishes evaluation criteria for measuring desired results and impact.
- Evaluates and adjusts course content through evaluations and levels of interest shown.

#### Required Qualifications

- Uses business software systems in the completion of work assignments (for example, Excel, Google suite, Qualtrics, etc.).
- Possesses advanced knowledge of the full scope of TK-12 educator learning environments such as in person training, coaching, blended learning, and independent study.
- Possesses advanced strategic planning, analytical, problem solving, interpersonal, communication and presentation skills.
- Possesses advanced knowledge of financial forecasting and budget oversight for an organization of comparable size or larger as well as market and business strategies appropriate to the field of education.
- Demonstrates thorough knowledge of TK-12 education policies and procedures; advanced

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knowledge of CA TK-12 education as well as the field of educational leadership.

- Possesses successful experience working collaboratively on small and large scale projects.
- Possesses successful experience in event planning and project management.
- Bachelor's degree in related area and/or equivalent experience/training

#### Preferred Qualifications

- Master's degree in related area and/or equivalent experience/training

#### Salary & Benefits

This is a full-time career position.

This position is eligible for full UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$109,000-\$140,400, annually.

#### How to Apply

To apply, please submit your resume and cover letter.

#### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual

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orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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