Grow Your Own Program Coordinator - LDA

Administrative Professional 1

Market range 10

Office of Professional Educator Licensure

College of Education, Health, and Human Sciences

The University of Tennessee, Knoxville

Position Description:

The purpose of this position is to work with CEHHS Office of Professional Licensure, prospective Grow Your Own Apprentices, the Tennessee Grow Your Own Center, the Tennessee Department of Education, local Tennessee Workforce Boards, participating local school district partners, and CEHHS licensure programs and faculty to coordinate all program requirements of the GYO Educator Occupation Apprenticeship program. The coordinator will provide advice and guidance to Grow Your Own Apprentices and prospective Grow Your Own Apprentices regarding all aspects and requirements of Educator Occupational Apprenticeship programs, verify eligibility requirements, organize admission boards, monitor students’ progress, arrange supports to promote professional development and retention, as well as maintain and updates all data systems for all apprenticeship and licensure requirements as required by institutional, local, state and federal agencies. The coordinator also will develop and improve existing professional education programs to meet the changing landscape of preparation for those seeking professional educator licensure that will allow for alternative, nimble, and accessible programs to better prepare the next generation of professional educators. This position is soft funded, has a limited duration. Initial appointment is for 1 year.

This position is funded through an external grant and will expire at the end of the grant-funded project. Expected salary range is $55,000-$65,000, depending on experience and qualifications. Position begins July 1, 2023.

Responsibilities:

The responsibility of this role is to work with faculty, staff, stakeholders, and students to facilitate the operations of the Office of Professional Licensure. This includes:

- Serve as UTK’s Educator Prep liaison to the GYOC, DOE, workforce development agencies, partnering districts (e.g., administrators, mentor teachers), program faculty and staff, as well as other support services (e.g., writing center, career services, health clinic).
● Working both independently and collaboratively with the Associate Dean of Professional Educator Programs and the Director of the Office of Professional Licensure, to develop and coordinate GYO Educator Occupation Apprenticeship program.
● Manage day-to-day aspects of the program and its ongoing evaluation.
● Provide guidance and support to GYO apprentices from admission to completion.
● Develop and lead orientations and induction workshops for all apprentices including eligibility, retention, and licensure requirements.
● Regularly meet with prospective, admitted, and current apprentices to discuss progress and supports.
● Monitor apprentices development of on-the-job-learning competencies, state licensure and program requirements, as well as requirements for degree completion.
● Maintain and update all data systems and reporting requirements for GYO apprentices as required by state and federal educational agencies.
● Provide updates and communicate GYO progress, deadlines, and needs to all relevant stakeholders.
● Attend and participate in professional GYO meetings and events.
● May sometimes be required to travel to represent the Office of Professional Licensure.
● Develop and improve GYO Educator Occupation Apprenticeship program educational programs, within state and federal policy standards, to better meet the needs of diverse aspiring educators and to prepare the next generation of professional educators.
● Provide updates and communicate GYO progress, deadlines, and needs.
● Manage various tuition and non-tuition financial supports for apprentices, including registration for coursework, enrollment in online tutor supports, ordering and supplying test vouchers for required certification/licensure exams, and reporting these financial transactions to all applicable university structures as required.
● Demonstrate flexibility in necessary changes to ensure the success of the project.

**Required Qualifications:**

● Master's Degree with 3 years of relevant experiences, preferably a Masters’ degree with 5 years of relevant experience.
● Knowledge of educator preparation policies and procedures as related to partnerships in the PreK-12 educational ecosystem.
● Ability to establish and maintain relationships with multiple diverse stakeholders from varied backgrounds.
● Ability to work effectively with diverse populations.
● Proficient knowledge of data entry, management, and analytics.
● Ability to analyze and evaluate quantitative and qualitative data, and devise more effective and efficient policies or procedures.
● Knowledge of Microsoft Office suite (especially Excel), Google Suite, and Learning Management Systems.
● Strong time, project management, and organizational skills.
● Proficient written and verbal communication skills.
Application: If you have questions about the position, you can contact the search committee chair, Dr. Amelia Brown, at aabrown@utk.edu. Individuals interested in applying for this position are required to submit application materials electronically at Grow Your Own Program Coordinator -Office of Professional Licensure or copy and paste: https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=230000014Y&tz=GMT-04%3A00&tzname=America%2FNew_York

The Knoxville campus of the University of Tennessee is seeking candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University.