



Classification Description

Job Title: Coordinator, Teacher Apprenticeship Program (TAP)

Pay Grade: 118

Job Code: 4247

FLSA Status: Exempt

Job Purpose

The Coordinator of the Teacher Apprenticeship Program oversees the administration of the Teacher Apprenticeship Program. This position is housed within the School of Education, reporting to the Dean of the School of Education. This position will work closely with the Associate Dean, faculty teaching coursework in the Teacher Apprenticeship Program, the field Placement Coordinator, school district representatives, program apprentices, and their mentors. This position is responsible for communicating Teacher Apprenticeship Program expectations to program faculty, apprentices, and mentors, as well as acting as a liaison between the College, the partnering school district(s), and their participating employees to ensure compliance with guidelines outlined by the Pathways to Career Opportunities Grant from the Florida Department of Education. The Coordinator will work with School of Education administration in tracking program data and reporting. This position is funded through the Pathways to Career Opportunities Grant for the Grow Your Own Teacher Apprenticeship Program of the Florida Department of Education; continuation of this position is subject to annual review of grant funding.

General Responsibilities

Essential Functions

Serves as a liaison between the School of Education and the partnering school district(s) and charter schools.

Communicates Teacher Apprenticeship Program guidelines and expectations as outlined by the FLDOE and the School of Education to program faculty, apprentices, and mentors.

Visits schools to observe and evaluate apprentices' progress toward meeting program expectations.

Facilitates opportunities for dialogue between apprentices, mentors, school administrators, district representatives, and program faculty.

Works with School of Education administration to gather and analyze data for reporting of program effectiveness.

Attends monthly Community of Practice webinars related to Teacher Apprenticeship Programs as hosted by the Florida Department of Education.

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Assures timely completion and submission of program documentation required by the FLDOE.

Works with Associate Dean to develop partnerships with other school districts and charter schools.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Earned doctorate (Ph.D or Ed.D) in Education from a regionally accredited institution of higher education.

Five (5) years of successful full-time teaching in K-12 schools.

Three (3) years of successful teaching or leadership in higher education.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.

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- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 10, 2024.