

Coordinator of Public Programs (All Ranks) - 21CSLA  
UTK Assistant Coordinator  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242722>

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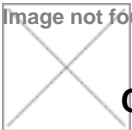
Posted Aug. 5, 2024, set to expire Dec. 1, 2024

<b>Job Title</b>	Coordinator of Public Programs (All Ranks) - 21CSLA UTK Assistant Coordinator
<b>Department</b>	21st Century California School Leadership Academy
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 5, 2024
<b>Application Deadline</b>	06/27/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Secondary Education Elementary Education Higher Education Administration
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**Job Description**

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**Coordinator of Public Programs (All Ranks) - 21CSLA UTK Assistant Coordinator**

**Position overview**

**Salary range:** The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table(s) for the current salary scale(s) for this position: [

[https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/july-2024-scales/t30-b.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t30-b.pdf)]. A



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reasonable estimate for this position is \$95,100-\$146,800.

**Percent time:** 100

**Anticipated start:** August 15, 2024

**Position duration:** The initial appointment will be for one year with the possibility of extension based on satisfactory performance and availability of funding

**Application Window**

**Open date:** August 2, 2024

**Next review date:** Friday, Aug 16, 2024 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Friday, Jun 27, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

The 21st Century California School Leadership Academy (21CSLA) is headquartered at UC Berkeley School of Education and is in partnership with the UCLA Graduate School of Education and Information Studies, UCLA Center X, the California Subject Matter Project, and seven regional academies statewide. The 21CSLA team is leading a \$5-million state-funded Universal Transitional Kindergarten Leadership (UTK) initiative to prepare leaders to "lead for equity" in rolling out California's groundbreaking transitional kindergarten for all four-year-olds.

The 21CSLA's UTK Leadership Initiative will include no-cost professional learning for leaders featuring a "train-the-trainer" model and certification, development of learning modules with more than 60 hours of content, design and piloting of multiple professional learning opportunities, and evaluation and research to continually improve the effort.

Coordinators of Public Programs will design, implement, and oversee the BSE Leadership Programs offerings for practicing educational leaders. They will participate with the stakeholders including state offices, district offices, international clients and the public to develop outreach and support programs in meeting targeted goals, including outreach to underrepresented communities. Coordinators will be responsible for operational oversight of professional and operational staff, graduate students, and

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undergraduate students to implement outreach activities, and will work closely with other Leadership Programs staff in delivering high-quality services to eligible program participants. Candidates for this position will may be hired into the Assistant, Associate or (Full) Coordinator of Public Programs rank.

The job duties may include but are not limited to:

- Designing, leading, planning, implementing, University programs of professional learning, conferences, groups, and outreach activities
- Extending the intellectual resources of the University to address education issues impacting UTK students, teachers, leaders, administrators as well as future teachers and administrators in both formal and out-of-school settings, through engagement and collaboration.
- Participating with academic and community partners in developing programs focused explicitly on increasing opportunities and increasing access to opportunities for underrepresented and under-resourced communities.

**School:** <https://bse.berkeley.edu/>

**Program:** <https://21cslacenter.berkeley.edu/>

### Qualifications

**Basic qualifications** (required at time of application)

Master's degree or equivalent international degree.

**Additional qualifications** (required at time of start)

- Active and valid CA Administrative Services Credential.
- Professional experience in K-12 education and experience with fiscal management and/or grant writing.

### Preferred qualifications

- Five or more years professional experience in public education settings, and three or more years of professional experience in supervising staff.

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## Application Requirements

### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Research (Optional)
- Statement of Teaching (Optional)
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley. [More Information and guidelines.](#)

### Reference requirements

- 3 required (contact information only)

Please provide contact information only for three references

**Apply link:** <https://aprecruit.berkeley.edu/JPF04465>

**Help contact:** [bse\\_academicpersonnel@berkeley.edu](mailto:bse_academicpersonnel@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.



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Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

**Job location**

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04465>

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**Contact Information**

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



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**Contact**

N/A

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