

Assistant/Associate/Full Coordinator of Public Programs -  
21CSLA State Center Associate  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=249815>

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Posted Dec. 2, 2024, set to expire Apr. 1, 2025

<b>Job Title</b>	Assistant/Associate/Full Coordinator of Public Programs - 21CSLA State Center Associate
<b>Department</b>	21st Century California School Leadership Academy
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 2, 2024
<b>Application Deadline</b>	06/06/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Education - General
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<b>Job Description</b>	

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**Assistant/Associate/Full Coordinator of Public Programs - 21CSLA State Center Associate**

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

**Percent time:** 100

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**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:** July 29, 2024

**Most recent review date:** Thursday, Jan 16, 2025 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

**Final date:** Friday, Jun 6, 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) provides high quality, equity-centered professional learning for educational leaders of schools and districts in California that receive Title II funds. Programs are no-cost to participants and include leadership coaching, as well as an emphasis on improving instruction and achievement outcomes (including through distance learning) for English Learners, students with disabilities, low-income students, and other historically marginalized students.

Research, coaching, and professional learning is an integral part of 21CSLA's work. While providing high-level professional learning the 21CSLA Research Associate will help further the understanding of how educational leaders are learning in the 21CSLA program so that the program can continue to center equity, improve work, and contribute to a larger knowledge base. At the same time, the 21CSLA Research Associate will also help to elevate and celebrate the hard work of education leaders in our schools by increasing the understanding of their learning and practice. The Associate Director contributes to the Center's Leadership Team, supports work teams, such as research and coaching, as well as monitoring grant deliverables and proposal writing. This position works in conjunction with the Programs Director, PI, Associate Director, as well as teams on other UC campuses including, UCLA, and UC Davis

Duties of the position include but are not limited to:

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- Designing, leading, planning, implementing, and evaluating 21CSLA Center, conferences, and seminars, professional learning teams, research, and other projects. Incumbents in this position will design, implement, and oversee the 21CSLA Center offerings for practicing educational leaders.
- Extending the intellectual resources of the University to address education issues at all levels from pre-school through graduate students and their teachers and leaders in both formal and out-of-school settings, through engagement and collaboration. They will participate with the stakeholders including state offices, county and district offices, institutes of higher education and the public to develop outreach and support programs in meeting targeted goals, including outreach to underrepresented communities.
- Participating with academic and community partners in developing programs focused explicitly on increasing opportunities and increasing access to institutes of higher education opportunities for underrepresented and under-resourced communities.
- Development of fiscally sustainable revenue models and grant budgets, and deliverables.
- Grant writing to sustain outreach efforts.
- Collaborate with researchers and internal evaluators to improve 21CSLA and build knowledge about equity leadership and continuous improvement for the broader education community.
- Act as a non-supervisor lead when coordinating with others in the program.

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

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

### Qualifications

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

Masters degree or equivalent international degree.

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

Active and valid CA Administrative Services Credential.

### Preferred qualifications

Five years professional experience in public education settings, and three or more years of professional experience in supervising staff. Experience in K-12 education and experience with fiscal management and/or grant writing.

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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 the contact information only for three references

Apply link: <https://aprecruit.berkeley.edu/JPF04466>

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.

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

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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.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04466>

**Contact Information**



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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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