

Associate Coordinator of Public Programs - Leadership
Support Programs (LSP) Coordinator- Berkeley School of
Education
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252535>

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Posted Jan. 31, 2025, set to expire Jun. 30, 2025

Job Title Associate Coordinator of Public Programs -
Leadership Support Programs (LSP) Coordinator-
Berkeley School of Education

Department Berkeley School of Education

Institution University of California Berkeley
Berkeley, California

Date Posted Jan. 31, 2025

Application Deadline 01/27/2026

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Adult and Distance Education

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Job Description

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**Associate Coordinator of Public Programs - Leadership Support Programs (LSP) Coordinator-
Berkeley School of Education**

Position overview

Position title: Leadership Support Program (LSP) Coordinator

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

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t30-b.pdf

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] a reasonable estimate for this position is \$100,800 to \$127,100.

Percent time: 100% FTE

Anticipated start: February 2025

Position duration: The initial appointment will be for one year with the possibility of reappointment based on meritorious performance, program needs and funding availability.

Application Window

Open date: January 30, 2025

Most recent review date: Friday, Feb 14, 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: Tuesday, Jan 27, 2026 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 University of California, Berkeley, in collaboration with Bay Area school districts and other partners, offers Leadership Support Program (LSP), a Professional Clear Administrative Services Credential program.

LSP is the longest-running university-based induction program in California, supporting leaders since 2002. Participants in LSP include new administrators who have graduated from the UC Berkeley's Principal Leadership Institute and other leaders from the Bay Area and across California.

The Associate Coordinator of Public Programs will act as the Leadership Support Program Coordinator and will design, conduct, promote, and support educational programs for practicing educational leaders both locally and globally.

LSP serves leaders in the SF Bay Area and Los Angeles through in-person and/or online modalities, and is nested within the BSE Leadership Programs, which provide comprehensive support to educational leaders spanning the continuum from teacher leaders to senior-most system leaders. The position requires collaboration with internal and external partners, applying a deep understanding of

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public TK-12 education, best practices in educational leadership, and state and federal policies. The LSP Coordinator will serve as a strategic planning and coaching partner to district contacts and other important constituents.

This role encompasses two primary areas of responsibility: (1) Management of overall program operations of the Leadership Support Program (LSP), a 2-year induction program for newly credentialed administrators in California, for which the Coordinator will oversee all core programmatic aspects; and (2) Coaching educational leaders with an explicit emphasis on coaching for equity and social justice.

The Leadership Support Program Coordinator will ensure the provision of high-quality, equity-centered professional learning to newly credentialed administrators in California through the two-year induction program. The LSP Coordinator will oversee all core programmatic aspects of LSP, from recruitment through alumni relations, with a focus on improving outcomes for historically marginalized student groups such as students of color, emergent bilingual students, students with disabilities, and low-income students, as well as supporting retention efforts of early career site leaders and other duties as assigned.

In their operational responsibilities, the LSP Coordinator will collaborate with the Coordinator of BSE's Educational Leadership Learning Accelerator (ELLA), which supports the continued professional development of leaders locally and globally. ELLA provides infrastructure to support LSP and other associated Leadership Programs' initiatives with operational support for enrollment, credentialing, accreditation, fee collection, budgeting, event management, and reporting. The LSP Coordinator may also hire and supervise staff to support program delivery and operational activities. In addition, the LSP Coordinator will build a community of equity-centered learners by engaging in ongoing professional learning alongside other coaches and Leadership Programs staff, fostering a culture of continuous improvement.

The LSP Coordinator will also dedicate 50% of their role to facilitate and deliver coaching across multiple programs: PLI (Preparation), LSP (Induction), 21CSLA (State Grant), and contract coaching (Professional Learning). They will provide 25-40 hours of coaching per year to each assigned coachees, depending on the program, utilizing an equity-centered coaching approach and other supportive frameworks. Coaching duties include creating strategic coaching plans based on data and coachees' self-identified growth goals, observing leadership practices, and documenting coaching interactions within required timelines.

Duties and responsibilities include, but are not limited to, the following:

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- Designing, leading, planning, implementing, and evaluating the Leadership Support Program (LSP) offerings for practicing educational leaders. This includes administering core program functions such as recruitment, admissions, curriculum development, facilitation and continuous program improvement, as well as cooperating with the ELLA coordinator to ensure the successful execution of enrollment, credentialing, accreditation, fee collection, budgeting, event management and reporting.
- Developing programs that increase access to leadership opportunities for underrepresented and under-resourced communities by partnering with academic and community stakeholders to promote equity-centered professional learning.
- Maintaining program databases and producing annual reports for state accreditation agencies.
- Managing and developing sustainable revenue models to support the continued growth and impact of LSP. This includes overseeing program budget, reconciling expenditures, and exploring opportunities for grant writing to sustain outreach efforts.
- Recruiting, selecting, and supervising professional development providers, as well as creating evaluation criteria to measure program effectiveness and outcomes. The LSP Coordinator will regularly assess and refine course content based on participant feedback, ensuring continuous program improvement.
- Collaborating with researchers and evaluators to analyze program outcomes and contribute to the broader field of educational leadership. The LSP Coordinator will help generate knowledge about equity leadership, leader induction, and continuous improvement for both the program and the wider education community.
- Extending the resources of the Berkeley School of Education to address educational leadership challenges across the TK-12 system. The LSP Coordinator will engage and collaborate with state and district offices, national and international clients, and underrepresented communities to develop outreach and support programs aimed at meeting targeted goals.
- Supervising the Associate Field Program Supervisors (Leadership Coaches) to ensure high quality coaching centered on equity and social justice. Provide support to leadership coaches through training, meetings, direct observation and feedback, and ongoing professional learning.

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

Program: <https://bse.berkeley.edu/lsp>

Qualifications

Basic qualifications (required at time of application)

- Master's degree or equivalent international degree.

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Additional qualifications (required at time of start)

- Active and Clear CA Administrative Services Credential.
- Minimum of five years professional experience in public education settings, and at least three years of professional experience in supervising staff.
- Three or more years experience in the TK-12 environment as an administrator.
- Available to coach and attend professional learning during the school day.
- Be willing to meet coaches at their school site/context across the Bay Area.

Preferred qualifications

- Familiarity with CA administrator induction requirements and the needs of early career educational administrators.
- Experience coaching and supporting school leaders.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, inclusion, and belonging in research, teaching, and service, including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. [More Information and guidelines](#).

Reference requirements

- 3 required (contact information only)

Please provide the name and contact information only for three references. Reference names are collected but may not be contacted depending on the size of the recruitment pool and needs of the review committee. If references are requested, they will be requested for all applicants who are still under consideration at that time.

Apply link: <https://aprecruit.berkeley.edu/JPF04696>

Help contact:

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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 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 and Nondiscrimination in Employment 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.

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.

- "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](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

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Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04696>

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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