

SAN JOSÉ STATE UNIVERSITY

Department Summary

The School of Social Work is looking for a qualified, enthusiastic, and dedicated colleague to serve as the **Post-Masters Pupil Personnel Services Credential (PM-PPSC) Program Coordinator**. This is an opportunity to join a dynamic, mutually supportive faculty and an academic program that has earned a reputation for excellence over its 50+ year history within the California State University system. The School of Social Work offers MSW (on-campus and hybrid/online) and BASW degrees, and additional training and certificate programs such as those in Title IV-E Child Welfare, Integrated Behavioral Health, Mental Health, and the Pupil Personnel Services Credential (PPSC). Both our MSW and BASW programs are fully accredited by the Council on Social Work Education (CSWE). The School of Social Work at San José State University recently reached its 50th Anniversary and is currently the largest social work program by enrollment in the San Francisco Bay Area. Our Transcultural Perspective is at the heart of our mission, and we are committed to social justice and to addressing the changing needs of diverse communities through education, research, and service. Please visit our School of Social Work website (www.sjsu.edu/socialwork) and the SJSU catalog (<https://catalog.sjsu.edu/>) for more details about our programs and curriculum.

Brief Description of Duties

This Coordinator position is equivalent to a 0.4 to 0.6 FTEF year-round position (40% to 60% of a full-time position) funded through the PM-PPSC Special Sessions budget. As such, there are no earned or accrued CSU-state system benefits, and salary payment schedule is atypical meaning pay will be received at approximately 3-month intervals. ***Given the expected commitment, if candidates are interested in a higher 0.8 to 1.0 FTEF time-base or equivalent full-time employment at SJSU, options can be discussed.***

- Manage overall the PM-PPSC Program including recruitment, admissions, advising, paperwork processing, student record management, as well as activities regarding students located out-of-state and their compliance with California requirements;
 - Manage accreditation responsibilities related to CTC credentialing as well as to CSWE;
 - Assist in curricular design and oversight related to school social work courses and content;
 - Assist design and management of Child Welfare and Attendance (CWA) options for PPSC coursework and credentialing options;
 - Assist in the activities of the School Social Work Education, Empowerment and Training (SSWEET) Program;
 - Lead the development of marketing strategies and activating plans to promote program growth;
 - Submission and oversight for securing PM-PPSC and school district practicum agreements;
 - Collect, review, and organize student application materials (usually by cohort);
 - Manage communication via email and phone calls regarding questions about application, program requirements, and credentialing process;
 - Manage and update the website;
 - Follow-up with schools regarding student hiring, including data for CTC;
 - Create and manage student and school surveys, and compose program reports;
 - Work collaboratively with the School in its management of the on-campus PPSC program, specifically the Field Education office;
 - Be available for in-office and remote meetings;
 - Other administrative duties as needed.
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- The candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, abilities, cultural background, ethnicity, religion, economic background, primary language, sexual orientation, gender identity, and academic preparation – through inclusive course materials, teaching strategies and advisement.

- Faculty shall organize all their classes within the **Canvas Learning Management System (LMS)**.
- All classes must be offered and meet as scheduled throughout the entire semester or term, in the mode assigned and listed in the schedule of classes (i.e., asynchronous, synchronous, bichronous, in-person, or hybrid).

Reporting to the Director of School, the PM-PPSC Coordinator is responsible for the overall administration, planning, and oversight of the School of Social Work's Post-Masters Pupil Personnel Services Credential Program. The Coordinator is one of the key School of Social Work personnel who, through the management of the PM-PPSC Program, contributes to the overall quality, planning, and implementation of our curriculum. The Coordinator will work a combination of daytime and evening hours in the office and remotely given administrative responsibilities, and also support during times when our online students in the PM-PPSC Program need access to advising.

Required Qualifications

- Has an MSW and PPSC;
 - Experience in public preK-12 schools;
 - Familiarity with State credential standards from the California Commission on Teacher Credentialing (CTC);
 - Understands (or able to learn) credentialing process at SJSU;
 - Basic computer and software knowledge and skills (i.e., MS Office Suite);
 - Ability to learn new computer systems and software, and multimedia skills (i.e., PeopleSoft, Canvas, Tevera, Qualtrics, Financial Transaction Services, Google Applications);
 - Ability to interface with students online and interact in an online community environment;
 - Good communication and people skills;
 - Ability to work in teams and independently;
 - Ability to prioritize and manage volume of work;
 - Professional, responsible, and dependable;
 - Ability to interact and collaborate effectively and professionally with university, community, and agency personnel;
 - Write reports and analyze data;
- Applicants should demonstrate an awareness of and sensitivity to the educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experience.

Salary Range - Commensurate with experience within ranks established by the [CSU Salary Schedule](#).

Application Procedure

To apply for this position please email a cover letter describing your interest and a resume to Dr. Peter Allen Lee at peter.a.lee@sjsu.edu with "PM-PPSC Coordinator" in the subject line.

Please submit these materials indicating your interest by March 14, 2022; applications will be reviewed until position is filled. However, to receive full consideration, applications should be received by the due date. Applications received after the first screening date will be considered at the discretion of the university.

Conditional Offer

Employment is contingent upon proof of eligibility to work in the United States. Proof of immunization against COVID-19 or proof of a medical or religious exemption and compliance with testing protocols is

required for employment. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Appointment is contingent upon budget and enrollment considerations and subject to order of assignment provisions in the collective bargaining agreement between California State University and California Faculty Association. These provisions state the "Order of Work," or the order in which available courses must be assigned to faculty, starting with tenure line faculty and ending with new lecturer appointees.

San José State University: Silicon Valley's Public University

Located in the heart of Silicon Valley — one of the most innovative regions in the world — [San José State University](#) is the founding campus of the 23-campus California State University (CSU) system and the first public university in the West. The 2020 #1 Most Transformative University in the nation according to Money Magazine, San José State is an essential partner in the economic, cultural, and social development of Silicon Valley, the Bay Area, and California. SJSU is a top-200 school nationally in research funding and second highest in research productivity in the CSU system. This cutting-edge research, combined with its world-class scholarship, student-centered learning opportunities, and experiential and interdisciplinary programs, allows SJSU to provide transformative opportunities that advance the public good locally and globally.

San José State enrolls more than 36,000 students — many are historically underserved, and around 45% are first-generation and 38% are Pell-recipients. SJSU is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution. The university's commitment to social justice extends from its vibrant, inclusive campus to an international network of over 275,000 alumni. As such, San José State is committed to increasing the diversity of its faculty so our disciplines, students, and community can benefit from different and divergent cultural and identity perspectives.

Equal Employment Statement

San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.