

Vacancy Announcement System (VAS)

Date: 1-5-2021 Department: College of Education & Human Development

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Application Deadline: February 5, 2021 Date position to be filled: March 1, 2021

Position Title: Coordinator of Certification - Teacher Education Program

Salary (annual): \$42,500 or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status

Part-time

% of time

Full-time

Faculty Position

Temporary

Tenure

Tenure Track (Probationary)

Grant

Contract

Unclassified Position

Administrative

Temporary

Permanent

Grant

Contract

Classified Position

Probationary

Job Appointment

Provisional Appointment

Contact Person: Ms. Janine Mackey Telephone No: 504-286-5351

Contact Email Address: jmackey@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

The Coordinator is responsible for planning, coordinating, and implementing programs/activities that support the educational development and teacher credentialing of teacher education students. The Coordinator will serve as the intake advisor for students enrolling in Certification-Only programs. Monitors students progress and recommends students for certification. Coordinates with school districts on orientations in the the Teacher-Para-Pipeline.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

A master's degree in Curriculum and Instruction, Elementary Education, or Early Childhood Education; Certified teacher or have knowledge of current teacher certification requirements preferred.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

A statement of interest, curriculum vitae/resume, three letters of recommendation, and official copies of graduate transcripts are required for a complete application.

Apply To:
Ms. Janine Mackey
College of Education & Human Development
Suite 250
6400 Press Drive
New Orleans, LA 70126

