

**TEXAS EDUCATION AGENCY**

Human Resources Division
1701 North Congress Avenue
Austin, TX 78701

<http://www.tea.state.tx.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Manager V -cc906-2646-B26-1604**

An Equal Opportunity Employer

SALARY

\$5,784.58 - \$8,783.45 Monthly

OPENING DATE: 09/26/16

CLOSING DATE: 10/07/16 05:00 PM

GENERAL JOB DESCRIPTION:

Reports to the Director of Educator Preparation and Program Accountability. Provides statewide leadership and performs highly advanced managerial work administering the daily operations and activities for educator preparation and continuing professional education. Work involves leading efforts to transition from a compliance-based oversight monitoring process to one based on performance and continuous improvement; establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; coordinating and evaluating unit activities; writing detailed correspondence; developing, evaluating, and monitoring budgets; planning, assigning, and supervising the work of others; collaborating with other divisions within the agency to provide leadership, support and guidance for program areas of educator preparation and continuing professional education.

Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Additional Military Crosswalk (occupational specialty code) information can be accessed at: <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

Essential Job Functions:

- Plans, assigns, and supervises the work of others.
- Establishes program goals and objectives.
- Develops and approves schedules, priorities, and standards for achieving goals.
- Plans, implements, coordinates, and monitors evaluation, support, and continuous improvement of programs.
- Develops, reviews, revises, and implements program guidelines, procedures, policies, rules, regulations, requirements, and standards. Identifies areas of needed change and makes recommendations to improve operations.
- Communicates effectively with a wide variety of audiences regarding educator preparation and provides leadership to stakeholders related to the support of educator preparation programs.
- Facilitates the continuing professional education program.
- Prepares and conducts presentations regarding assigned program areas.
- Represents division at meetings, hearings, trials, conferences, seminars and on boards, panels, and committees.
- Collaborates with other divisions within the agency to provide leadership, support, and guidance for program effectiveness.
- Reviews and updates procedures and applications for the establishment of new programs, certificates, and classes.

- Coordinates and evaluates program, division, or department activities.
- Develops, monitors, and evaluates budget and budget needs.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university.

Experience: Must have seven (7) years of experience in state government, at a regional education service center, school district, higher education institution and/or educator preparation program to include four (4) years of supervisory experience. Extensive experience in leadership, supervisory, and/or administrative roles. Experience coordinating projects, resources, and programs.

Substitution: An advanced degree may substitute for two years of required experience.

License/Certification(s): Texas certification as an educator preferred.

Knowledge, Skills and Abilities (KSAs):

Knowledge of: Educator preparation programs, including accountability and data reporting; effective educator preparation, support, and development; Texas Education Code and Texas Administrative Code provisions related to educator preparation, testing, certification, and certification renewal; rulemaking processes; contract management; educational data systems and sources.

Skill in: Prioritizing and time management to organize and complete multiple projects simultaneously and to meet deadlines; effective and professional verbal and written communication, including developing and updating appropriate guidance and intervention documents, reports, and correspondence; working with external stakeholders and giving effective presentations; effective and appropriate use of technology; and effective personnel management.

Ability to: Organize and direct program activities; ensure timely and accurate data; develop operational procedures and guidance for staff; coach others to improved performance and measurable outcomes; work independently with a wide latitude for the use of independent judgment; problem solve effectively and efficiently; analyze and resolve conflicts effectively; develop and maintain effective working relationships across a wide range of stakeholders, institutions, and organizations; respond appropriately to inquiries.

NOTE: An in-box exercise may be administered at time of interview.

SUPPLEMENTAL INFORMATION

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Salary is dependent on qualifications.

Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week. May be required to work hours other than 8 to 5. May be required to work weekends and holidays.

In accordance with applicable federal and state equal opportunity laws, it is TEA's policy that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient

administration).

The Immigration Reform and Control Act requires all new employees to present proof of identity and eligibility to work in the United States. TEA does not sponsor H1-B work visas. Males, 18 to 25 years of age, are required to present proof of selective service registration (or exemption) prior to being employed by any state agency.

There is a 60-day waiting period for health insurance coverage.

This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.

Please note, TEA does not accept resumes.

An internal applicant who is selected for a position in their current salary group that has the same state title is not eligible for a salary increase. An internal applicant who is selected for a position in their current salary group with a new state title may receive an increase up to 3.4%.

The Texas Education Agency uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.tea.state.tx.us>

Job #FY16246 -cc906
MANAGER V -CC906-2646-B26-1604
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Manager V -cc906-2646-B26-1604 Supplemental Questionnaire

- * 1. Please indicate which option describes your **education and experience** in state government, at a regional education service center, school district, higher education institution and/or educator preparation program.
 - I have a Bachelor's degree and seven (7) years or more of the required experience.
 - I have a Master's degree and five (5) years or more of the required experience.
 - I have a doctorate level degree and five (5) years or more of the required experience.
 - None of the above describes my education and experience.
- * 2. Please indicate your minimum years of supervisory experience.
 - I have a minimum of four (4) years of supervisory experience.
 - I have less than four (4) years of supervisory experience.
- * 3. In 150 words or less, please describe how your experience and your strengths address the requirements of this position. Please include a description of your experience in continuous improvement processes and your evidence of success in this role.
- * 4. In 150 words or less, please describe your experience coaching others to improved performance and measurable outcomes.

* Required Question