

**CE Faculty Coordinator (Program Instruction)
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=268475>

Downloaded On: Nov. 18, 2025 3:06pm

Posted Nov. 18, 2025, set to expire Nov. 29, 2025

Job Title CE Faculty Coordinator (Program Instruction)
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Nov. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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CE Faculty Coordinator (Program Instruction)

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

CE Faculty Coordinator (Program Instruction)

Job Description Summary:

Coordinates and leads all aspects of instructional design, development, and delivery for the Teacher Certification Program. Supports instructor onboarding and ongoing training, coaches pre-service teachers in the early phases of the program, and manages curriculum alignment with state certification requirements and workforce needs. Oversees field-based experience (FBE) coordination and exam preparation processes. Develops course schedules and instructional staffing plans to ensure courses reflect both TEA regulations and industry standards. Additionally, teaches one course per semester.

Job Description:

Description of Duties and Tasks

- Coordinates new candidate admissions process to ensure TEA compliance and seamless

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student experience entering the program.

- Provides proactive coaching and guidance to students in the early coursework of the certification program, with a focus on academic success, engagement, and preparation for field-based experience (FBE) and certification exams.
- Designs, evaluates, and updates curriculum to ensure alignment with state laws, Texas Education Agency (TEA) standards, certification exam frameworks, and current K-12 educational trends.
- Teaches one course per semester as assigned.
- Develops annual course schedules in collaboration with program coordinators and institutional stakeholders to ensure timely course offerings and instructor availability.
- Recruits, supports, and mentors instructors; leads professional development to maintain instructional quality and promote evidence-based teaching strategies.
- Coordinates all aspects of Field-Based Experiences (FBEs) including approval of placements, collection of documentation, communication with schools, and monitoring of student hours.
- Coordinates testing support systems including candidate tracking, data collection on exam readiness, study support initiatives, and reporting exam outcomes to ensure candidate success and program compliance.
- Maintains current knowledge of TEA updates, certification requirements, and industry needs to inform instructional decisions and program recommendations.
- Collaborates with internal and external partners, including certification officers, field supervisors, and student services, to ensure seamless delivery of the certification experience.
- Develops and maintains documentation related to instructional materials, calendars, faculty rosters, program benchmarks, and compliance records.
- Participates in department planning, accreditation reporting, advisory board meetings, and contributes to strategic program development.
- Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for training project reporting and management purposes.
- Develops and writes monthly and final project reports, including grant-related reporting as necessary.
- Coordinates with the Continuing Education Manager or Director for training project management activities.
- As necessary, assists the Austin Community College Grant Writing Department in developing, writing, revising, editing, and submitting grant proposals to funding agencies (with a focus on Texas Workforce Commission grants) at a quality level that supports the likelihood of award; ensures grant submission criteria are met in grant proposals.
- As necessary, participates in technical training provided by funding or partner agencies and stays informed of changing grant standards and guidelines.

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Knowledge

- State teacher certification requirements and TEA regulations.
- Principles of instructional design, adult learning theory, and curriculum development.
- Effective teaching techniques adaptable to varied learning environments.
- Field-based experience and clinical practice models in educator preparation.
- Student success coaching and academic advising models.
- Current education technology platforms and learning management systems.
- Program, implementation, and delivery processes.
- Data documentation, manipulation, and reporting processes.
- Program funds management and allocation.
- Standards and proposal guidelines for contract and grant writing and documentation.
- Contract and grant terminology.
- Federal, state, business, and other agency contract and grant processes.
- Understanding the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in the teaching discipline.
- Principles and practices associated with Servant-Leadership.

Skills

- Maintaining an established work schedule, which may include evenings and weekends and multiple campus locations that vary.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Data collection, analysis, and report writing.
- Maintaining confidentiality of work-related information and materials.
- Coordinating all phases of contract and grant management processes, including budgets, as needed.
- Establishing and maintaining effective working relationships.
- Researching grant and resource opportunities. Assists grant writing department with proposal development.
- Working and interacting with multicultural groups of people.
- Effectively handling details of multiple projects with varying timelines.

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- Ability to work well in a team environment.
- Effective coaching techniques.
- Project management and scheduling proficiency.
- Familiarity with TEA systems and teacher certification.

Technology Skills

- Use a variety of spreadsheet, word processing, database, presentation and other software applications.
- Use a variety of college-wide IT systems and processes.

Required Work Experience

- Minimum of three years of experience in teacher preparation, instructional coaching, or curriculum development.

Preferred Experience

- Experience teaching in educator preparation programs.
- Familiarity with Texas certification exams and TEA compliance reporting.
- Experience supporting or managing field-based experiences for teacher candidates.

Required Education

- Bachelor's degree in Education, Curriculum & Instruction, or a related field.

Special Requirements

- Occasional travel within the service area for school visits or community meetings.

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- Ability to work some evenings and weekends to accommodate program needs.

Physical Requirements

- Work is performed in an office or classroom setting.
- Subject to sitting, walking, and using a computer for extended periods

Safety

- Ensure adherence to institutional safety policies and practices.
- Foster a culture of safety and accountability among program faculty and students.

Salary Range

\$63,475 - \$79,343

Disclaimer: This position is subject to annual review and re-evaluation based on the organization's fiscal year planning. Continued employment beyond each fiscal year is not guaranteed and will depend on factors such as business needs, budget allocations, and performance evaluations. The organization reserves the right to modify, extend, or discontinue the position at its discretion following each review or at any time prior.

Number of Openings:

1

Job Posting Close Date:

December 2, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

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(Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/CE-Faculty-Coordinator--Program-Instruction-_R-8661

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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