

The University of Texas at San Antonio

Job Description

Job Title: NIC Program Coordinator
Code: 14375
Salary Grade: 60
FLSA Status: Exempt
Department/Division: COEHD Urban Education Institute
Reports To: Director, Urban Education Institute

Summary

- **Function:** Responsible for leading, planning, coordination and execution of the UEI Networked Improvement Communities (NIC) Program and strengthening UEI's ability to serve as a high quality NIC hub.
- **Scope:** Strengthen the continuous improvement capacity of practitioners and their organizations by providing NIC services to 100 schools by 2023.

Duties

- **Typical:**
 1. Recruits school partners in the UEI NIC program.
 2. Helps publish a newsletter to NIC members and other key stakeholders.
 3. Helps set the culture of the NIC program through regular written communication and storytelling.
 4. Develops and maintains educational materials that support continuous improvement work of students, educators, administration, faculty and field instructors.
 5. Coordinates and supervises all personnel involved in field research.
 6. Oversees student progress in field assignments.
 7. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	

Other Requirements

Required	Preferred
Demonstrated ability to establish and maintain effective working relationships.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience to include a combination of teaching and administrative responsibilities.	Experience as a high school educator.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office and laboratory conditions.	N/A

Supervision

Received	Given
General from director/administrator.	May have direct supervision of technical and clerical research staff, as assigned.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.