

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAMS – ADJUNCT FACULTY

BASIC FUNCTION:

Serve as an adjunct faculty member for the Santa Clara County Office of Education (SCCOE) Educator Preparation Programs (EPP), providing instruction and professional guidance to credential candidates enrolled in programs approved by the California Commission on Teacher Credentialing (CTC); Faculty design and deliver coursework aligned to state standards and program expectations, including the California Teaching Performance Expectations (TPEs) for teacher preparation and the California Administrator Performance Expectations (CAPEs) for the Preliminary Administrative Services Credential (PASC), with an emphasis on inclusive, equitable, and research-based practices; Instruction supports candidate development in effective teaching, leadership, organizational management, data-informed decision-making, and family and community engagement to prepare professionals to serve diverse learners and school communities; Adjunct faculty are responsible for facilitating high-quality learning experiences, providing timely feedback, assessing candidate performance, and maintaining program compliance to ensure candidates meet the requirements for recommendation for a California teaching or administrative credential.

REPRESENTATIVE DUTIES:

Delivers instruction in assigned courses within the Santa Clara County Office of Education Educator Preparation Programs (EPP) using clear, effective communication of subject matter aligned to program standards;

Plans and facilitates coursework aligned to the California Teaching Performance Expectations (TPEs) and/or California Administrator Performance Expectations (CAPEs), depending on course assignment;

Adapts teaching methodologies to support adult learners with diverse learning styles, professional backgrounds, and varying levels of experience in education settings;

Incorporates inclusive, equitable, and culturally responsive practices to prepare candidates to serve diverse student populations;

Employs best practices of Adult Learning Theory in the design and delivery of instruction;

Utilizes the program Learning Management System (LMS) and other required technology platforms to manage course content, assignments, communication, and candidate assessment;

Provides timely feedback and evaluation of candidate performance, including coursework, fieldwork-related assignments, and performance-based assessments;

Demonstrates commitment to ongoing professional development related to educator preparation, leadership development, instructional practice, and technology;

Exhibits professionalism, cultural competence, and sensitivity when working with candidates, faculty, staff, and community partners from diverse backgrounds;

Engages in faculty responsibilities including course development, curriculum alignment, assessment of candidate outcomes, and participation in program review or accreditation activities;

Participates in departmental, program, and faculty meetings as required;

Maintains accurate and timely records related to attendance, participation, assignments, and grades;

Maintains and post current course syllabi consistent with program and Commission on Teacher Credentialing expectations;

Fosters a professional and supportive learning environment for adult learners.

ESSENTIAL DUTIES

Provides instruction to candidates enrolled in Commission on Teacher Credentialing (CTC) approved educator preparation programs;

Delivers coursework aligned to state standards including the Teaching Performance Expectations (TPEs) and/or Administrator Performance Expectations (CAPEs);

Supports candidate development through instruction, coaching, feedback, and assessment of performance-based assignments;

Maintains compliance with SCCOE, program, and CTC requirements related to course delivery, documentation, and candidate evaluation;

Uses required instructional technologies, including the Learning Management System, to support online and hybrid instruction;

Participates in required faculty meetings, trainings, and program activities;

Maintains professional conduct consistent with the expectations of the teaching and administrative professions.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

California Teaching Performance Expectations (TPEs) and/or California Administrator Performance Expectations (CAPEs);

Commission on Teacher Credentialing (CTC) program requirements;

Principles and practices of adult learning theory;

Effective instructional strategies for adult learners;

Inclusive and equitable educational practices;

Culturally responsive teaching and leadership;

Curriculum development and performance-based assessment;

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Learning Management Systems and online instructional platforms;
California public education systems and structures;
Professional standards for teachers and administrators.

ABILITY TO:

Instructional effectiveness;
Professional communication;
Cultural competence;
Collaboration;
Organization and time management;
Technology proficiency;
Ethical and professional conduct;
Continuous improvement mindset.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree, Master's degree, or post-graduate degree from an accredited college or university in education, educational leadership, or a related field; experience as a credentialed teacher, administrator, or educator in a K-12 or educational setting; experience working with adult learners, teacher candidates, or leadership candidates preferred; or experience in educator preparation programs, coaching, supervision, or professional development desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California Teaching Credential or Administrative Services Credential appropriate to assignment

WORKING CONDITIONS:

ENVIRONMENT:

Virtual / online teaching environment;
Evening course offerings;
Potential weekend course offerings;
Extended screen time and computer use;
Interaction with adult learners in synchronous and asynchronous formats;
Occasional meetings outside regular business hours.

PHYSICAL DEMANDS:

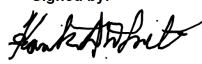
Hearing and speaking to exchange information;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials;
Sitting for extended periods of time.

HAZARDS:

Slipping, tripping, falling;
Ergonomic injuries, repetitive motion injuries, eye strain;
Indoor air pollution.

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Approved:

Kanika D. White, Ed.D.
Associate Superintendent-Human Resources

Date

Signed by:

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Authorized:

Dr. David M. Toston, Sr.
County Superintendent of Schools

Date