

## **JOB DESCRIPTION**

**Job Title: *Teacher Induction Programs Director (1089)***

### **Job Summary:**

The job of the Teacher Induction Programs Director is done for the purpose/s of providing technical assistance to twenty Induction Programs as well as Institutions of Higher Learning within the Central Valley as each move toward implementation of California's new standards of Teacher Credentialing.

### **Essential Functions:**

- Advises program directors for the purpose of determining the eligibility of individual teachers for participation in BTSA;
- Analyzes/approves Program Improvement Plans for the purpose of insuring ongoing program improvement;
- Analyzes/reviews budget/financial reports for the purpose of insuring adherence to CDE/CCTC financial policies;
- Attends state curriculum and leadership conferences for the purpose of representing the state BTSA program;
- Collaborates with induction programs for the purpose of building capacity to provide professional services to all personnel involved in the local program;
- Collects/maintains retention, funding, district and service data and program files for the purpose of analyzing data to make BTSA program and policy revisions and to document program compliance to Induction Standards;
- Coordinates Cluster meetings for the purpose of providing information and professional development to program leadership;
- Coordinates Cluster Program and individual program Formal Program Reviews for the purpose of insuring adherence to state program standards;
- Coordinates the Informal Program Review process for the purpose of insuring adherence to BTSA program policies;
- Coordinates the office organization for the purpose of providing work structure to accomplish required tasks;
- Designs/revises professional development and Formal Program Review training for the purpose of informing participants and ensuring adherence to state BTSA standards;
- Develops/maintains Cluster calendar for the purpose of scheduling meetings and workshops to inform programs of changes, trends, policies and expectations of induction programs;
- Disseminates program guidelines, policies, expectations and legislation for the purpose of insuring that leadership is fully informed and in compliance;
- Evaluates evidence from the Formal Program Review for the purpose of determining program compliance with state Induction Standards;
- Identifies/clarifies financial issues for the purpose of insuring proper allocation of resources and adherence to CDE/CCTC financial policies;
- Identifies/clarifies Formal Program Review issues and processes for the purpose of maintaining the integrity of the Formal Program Review process;
- Maintains Cluster database for the purpose of communicating within and without the BTSA Cluster;
- Plans/attends/presents induction workshops, state curriculum conferences, leadership meetings with district leadership, site administrators, county offices of education and institutions of higher education for the purpose of informing participants about the Induction Program;
- Provides statewide leadership and expertise for the purpose of facilitating the full implementation of AB 2042 legislation;
- Provides technical assistance to BTSA and other induction programs for the purpose of designing, implementing, refining and evaluating their services to beginning teachers;
- Reads expansion proposals, planning grants, and implementation proposals for the purpose of making recommendations to the BTSA Taskforce for approval;
- Recommends approval of program budgets for the purpose of funding by the California Department of Education (CDE).
- Recruits/provides technical assistance for the purpose of supporting non-BTSA districts as they submit grant applications for approval;
- Recruits/trains/assigns reviewers for the purpose of conducting Formal Program Reviews;
- Submits reports to the California Commission on Teacher Credentialing for the purpose of informing the BTSA Taskforce on the development and improvement of induction programs;
- Supervises staff for the purpose of adhering to agency employment policies;
- Works collaboratively with institutions of higher education, local programs, Pre-Intern and Intern programs, state BTSA consultants and agencies for the purpose of facilitating a seamless transition of beginning teachers through the various credential programs and ensuring ongoing statewide program improvement.

### **Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - operate a computer;
  - communicate effectively verbally and in writing;
  - plan, organize and implement training activities;
  - understand and interpret codes, rules, and regulations.

- **Knowledge of:**
  - applicable codes, laws and regulations related to BTSA and induction programs;
  - current trends in professional development;
  - evaluation methodology;
  - group process/facilitation techniques;
  - methods, practices, resources, and techniques applicable to training adults;
  - CA Standards for the Teaching Profession and the Standards of Quality and Effectiveness for Beginning Teacher Support and Assessment programs;
  - One or more Cluster areas and the educational issues in those areas.
- **Ability to:**
  - organize;
  - design professional development;
  - calculate data;
  - read and write technical reports;
  - understand and support the mission of the CDE and CCTC as it relates to induction programs;
  - establish and maintain effective, collaborative work relationships with others;
  - make presentations to groups;
  - facilitate groups;
  - prepare and maintain accurate and complete records and reports.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and monitoring the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

**Experience Required:**

- Job related experience within specialized field with increasing levels of responsibility is required.
- Substantial involvement in a currently funded BTSA program for at least two years is required.
- Experience in collaborative partnerships with school districts, county offices of education, and/or universities is required.

**Education Required:**

- Masters Degree in job related area.

**Licenses, Certificates, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance;
- Valid California Administrative Credential;
- Department of Justice and FBI Fingerprint Response.

**FLSA:** Exempt

**June 2002**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.