

Job Summary:

Under the direction of the Administrator for New Teacher & Leadership Development and in coordination with management and staff from various county offices in the region, the Program Facilitator will regularly assist in planning, organizing, administering and coordinating for IMPACT Intern Program; assist in directing and monitoring the performance of program staff; and assist in the oversight of reporting requirements associated with this position. Recommendation for continued service is based on satisfactory performance, effective leadership skills, annual review of the programs, the program need based on actual number of candidates, both teachers and interns in the program each year, and the continuation of funding.

Essential Job Functions:

- Assist in coordination of education specialist induction and intern program and services within the regional county offices and districts.
- Meet and communicate regularly with Program Administrator and Coordinator to plan and administer scope of work and duties.
- Communicate effectively both orally and in writing.
- Meet and communicate regularly with other Management Staff to communicate, provide support, and ensure ongoing alignment of program goals.
- Serve as liaison between county office(s) of education and district leadership and the program.
- Provide Instruction in the Intern & Education Specialist Credential Program and provide practicum supervision.
- Facilitate communication, assist in coordinating services and align program goals among county office(s), districts, schools and/or universities within the region and/or within the county.
- Work with assigned county office(s), universities, and districts to assist in coordinating, planning, establish calendars, and assist in implementing teacher preparation coursework and activities.
- Work independently with little direction.
- Meet with district personnel, coordinators, and administrators to communicate roles and responsibilities, identify eligible participants, and clarify program goals and completion requirements.
- Assist in coordinating and providing training and support to participants in regards to their roles and responsibilities.
- Communicate and monitor participants' active engagement and progress towards completion of program requirements;
- Participate in summative data analysis and provide evaluation information as required by state agencies.
- Submit documentation and required evaluation data to regional and/or county office as requested.
- Participate in ongoing program development and program revisions.
- Participate in summative data analysis and provide evaluation information as required by state agencies.
- Participate in program review and accreditation activities.
- Attend state-required, regional, and local management meetings.
- Program Facilitator assists with coordinating and implementing the program components with teacher induction and interns.
- Duties include communication, coordination, facilitation, collaboration, organizational management and accountability to ensure that all program requirements are met both by the program and participants.
- Ability to work evenings, weekends and flexible hours.
- Ability to design and implement innovative educational programs.

Knowledge and/or Abilities:

- **Skills to:**
 - Receive and implement job duties based on brief and concise oral directions;
 - Effectively interact with students, parents, teachers and administrators;
 - Work effectively in direct work with individual students and small groups;
 - Use office equipment such as copy machine and computer.
- **Knowledge of:**
 - Teaching Performance Expectations (TPE's), California Standards for the Teaching Profession (CSTP), Commission Preconditions & Standards for Intern Programs, and Continuum of Teaching Practice (CTP).
 - California Content Standards and K-12 Frameworks.
 - Principles, practices, methods and strategies applicable to observation protocol, innovative instruction, general curriculum, adult learning, and learning activities.
 - Effective teaching, mentoring, coaching, and learning-focused supervision strategies.
 - Integrated technologies, including, but not limited to GoToMeeting, Canvas LMS, Google Docs, Power Point, Keynote, learning applications for intern teachers.
 - Learning theory, curriculum and assessment, effective facilitation strategies and practices especially related to intern teacher support and supervision.
 - Principles and practices of organizational management, course design and development, and information processing.
 - Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility.
 - Special Education curriculum, laws and regulations.
 - Education Specialist Induction standards and competencies.
- **Ability to:**
 - Operate a computer and knowledge of assigned software.
 - Successfully manage multiple tasks concurrently.
 - Demonstrate a strong work ethic that includes both vision and ability to implement programs.
 - Work well with others, including teachers, principals, superintendents, university, and county office staff, while maintaining flexibility and upholding collaborative efforts of the program.
 - Assist in designing and implementing innovative educational programs.
 - Analyze situations accurately and adopt effective course of action.
 - Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State/Federal laws, codes, and regulations specific to program needs.
 - Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
 - Plan, prepare, organize and schedule ongoing professional development courses in multiple counties.
 - Demonstrate knowledge of curriculum development (e.g. project based learning), research-based instructional strategies, and teaching diverse student populations (e.g. English Language Learners and special needs students).

- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Assist in developing and disseminating materials to use in recruitment and community outreach efforts.
- Assist in preparing, managing, collecting data, and assisting with the completion of the required reports for the various agencies.
- Serve as a member of the Teacher Leadership Team.
- Assist in working with appropriate faculty with development of courses, program evaluation, schedules, and instructors, within the teacher preparation program.
- Follow County Superintendent policies, procedures, rules, and regulations.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner by meeting schedules and timelines.
- Maintain confidentiality in all professional relationships.
- Maintain and improve professional skills and knowledge.
- Be a good listener - flexible and receptive to change.
- Demonstrate a good sense of humor.
- To travel for the purpose of trainings, meetings, and other program requirements.
- All other duties as assigned.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the organization's services.

Experience Required:

- Five (5) or more years of successful teaching experience;
- Extensive experience coordinating or facilitating a variety of instructional strategies and learning activities.
- Experience teaching adult learners.

License, Certifications, Bonding and/or Testing Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Valid California Teaching Credential or equivalent licensure.
- Possession of an appropriate valid California Administrative Services Credential is required.

FLSA Status: Exempt

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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.