

JOB DESCRIPTION

Job Title: *Administrator, New Teacher and Leadership Development (9803)*

Job Summary:

The position of New Teacher and Leader Development Administrator is created for the purpose/s of recruitment, coordination, and supervision of all programs and staff in the unit (IMPACT Intern Program, CTE Credential Program, iLead Preliminary and Clear Administrative Services Programs, and Teacher Induction Program) along with other special projects related to the recruitment and support of novice teachers, school administrators, districts, and county offices under the direction of the Assistant Superintendent of Instructional Services; including, but not limited to, record/budget keeping, data analysis, report writing, support and evaluation of staff, teaching, and community relations.

Essential Functions:

- Oversees appropriate processes for determining participant eligibility and requirements;
- Oversees the design of and conducts program evaluation for the purpose of ongoing improvement, adhering to program standards, and fulfilling state and federal reporting requirements;
- Oversees the development and implementation of all program components of the state requirements of the Standards of Quality and Effectiveness for a Professional Teacher Intern Program and Induction Standards for the purpose of state credentialing and accreditation;
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program, credentialing, and accreditation requirements;
- Collaborates and communicates with programs, IHE's, and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders;
- Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies;
- Oversees the maintenance of accurate records and reports for the purpose of ensuring that participants complete credential requirements, and ensuring that the programs meet the requirements of state program standards;
- Oversees the planning and provision of diverse professional development for the purpose of training participants and faculty as required by the program standards;
- Presents to appropriate groups for the purpose of attracting candidates into the program;
- Oversees the production of program materials for the purpose of providing participants with the necessary information and/or resources for program completion;
- Supports program faculty, staff, and participant involvement for the purpose of maintaining effective program management;
- Supports faculty and staff for the purpose of adhering to agency employment policies;
- Explores funding opportunities to improve services and administers state, federal and private funds through grants.

Skills, Knowledge and/or Abilities Required:

Skills to:

- operate a computer;
- utilize a variety of applicable software

Knowledge of:

- California Standards for the Teaching Profession;

- Program Standards of Quality and Effectiveness for Professional Teacher Intern Programs:
 - Teacher Performance Expectations
 - Induction Standards and Requirements;
- Administrative Program Standards and Performance Expectations:
 - California Administrator Performance Expectations
 - California Professional Standards for Education Leaders;
- Adult learning theory;
- Curriculum development and assessment;
- Effective professional development models and strategies;
- How to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
- Effective use of time and resources to accomplish project objectives;
- CCTC credential procedures (desirable).

Ability to:

- Maintain a professional support program that enables candidates to acquire skills and knowledge contained in the Teacher Performance Expectations, California Standards for Teaching, California Administrator Performance Expectations, California Professional Standards for Education Leaders;
- Oversee the organization, delivery, and monitoring of appropriate credential course work and professional development training and support for candidates, faculty, and staff;
- Oversee the monitoring of all credential completion requirements per California Commission on Teacher Credentialing (CCTC) regulations;
- Oversee and coordinate all fiscal and budgetary matters for the unit;
- Oversee and coordinate partnerships with districts and county offices of education, including Agency Agreements and MOUs;
- Oversee the process of assisting/guiding districts and site administrators in the selection, monitoring, and training of experienced mentors to ensure quality and consistency in the support and assessment of Intern and Induction Teachers;
- Oversee and support a communication plan to disseminate IMPACT Intern Program, Induction Program, and iLead Preliminary and Clear Administrative Program information;
- Conduct, analyze, and utilize program data and unit evaluation for continuous improvement;
- Provide ongoing dissemination of data and program evaluation to ensure program efficacy;
- Maintain liaisons with, and participate in, CCTC and related networks and trainings;
- Maintain accurate records and complete required reports in a timely manner;
- Support applicable codes, laws, and regulations related to all credentialing programs;
- Prepare Title II reports;
- Communicate effectively, both verbally and in writing;
- Establish advisory groups to ensure stakeholder input;
- Travel within the region and out-of state;
- Work a flexible schedule including evenings and weekends as needed.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Experience with adult learning is preferred.

Education Required:

- Masters degree or higher in job-related area required.

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

- Valid California Teaching Credential;

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

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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 employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.