

Job Summary:

The job of Assistant Executive Director for CCTC is done for the purpose(s) of seeking, screening, referring, and supporting new teachers, ensuring that the recruitment plan is implemented statewide and to provide a qualified pool of teacher candidates for education agencies, teacher preparation programs, and other stakeholders under the direction of the Executive Director for the California Center on Teaching Careers.

Essential Functions:

- Assists the Executive Director for the purpose of oversight and the implementation of state and federal grants received by the office that are related to teacher recruitment/preparation and mental health professionals for the purpose of ensuring that government objectives are met, and expenditures are within guidelines.
- Assists the Executive Director supervising personnel for the purpose of making sure the recruitment plans and services are implemented and delivered.
- Collaborates with school districts, county offices of education, institution of higher education, education development corporations, the business community, military installations, and other organizations for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract and train new teachers.
- Collaborates with other teacher preparation/induction programs and other pipeline programs for the purpose of increasing and supporting the candidate pool of teacher applicants.
- Plans, implements, and coordinates virtual and in-person recruitment fairs in-state, out-of-state, and out-of-country for the purpose of recruiting teachers for education agencies.
- Assist in the preparation of reports to be submitted to various stakeholders for the purpose of sharing the results of the recruitment effort of the program.
- Distributes digital and printed recruitment materials for the purpose of attracting teacher candidates.
- Maintains a recruitment database system for the purpose of making it available to districts and the state.
- Assists the Executive Director in the implementation and monitoring of the recruitment plan for the purpose of seeking, referring, and supporting new teachers.
- Attends meetings related to all the programs administered by CCTC for the purpose of conveying and/or gathering information required to perform the job functions.
- Collaborates with the business community for the purpose of designing ways they can assist districts in removing barriers to teacher recruitment.
- May act as the Co-PI on any state and/or federal grants administered by CCTC.
- Makes presentations to students, parents, businesses, the general public and other groups for the purpose of disseminating information about CCTC.
- Interviews/screens teacher candidates for the purpose of ensuring that they are suitable and meet the recruitment needs.
- Recruit teacher candidates globally through the virtual platform for the purpose of providing a qualified candidate pool.

Skills, Knowledge and/or Abilities Required:

Skills to:

- manage personnel and programs;
- communicate effectively verbally and in writing;
- problem solve;
- facilitate groups;
- plan, organize and implement recruitment activities;
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
- collect accurate data to assemble and deliver required budgetary reports.

Knowledge of:

- recruitment practices;
- interviewing techniques;
- budget development;
- administration of teacher preparation programs;
- grant writing and administration;
- recruitment practices, strategies, procedures, and marketing procedures.

Ability to:

- provide direction to others and make independent decisions;
- keep and maintain accurate records;
- meet deadlines;
- communicate with individuals of varied cultural and education backgrounds;
- prepare clear and accurate reports;
- collaborate and establish partnerships with the business community and institute of higher education;
- travel frequency in and out-of-state;
- administer budgets and maintain accurate records;
- understand and explain regulations, policies and procedures;
- coordinate, prioritize, organize and schedule a variety of activities, projects and events;
- work flexible and extended hours;
- Travel extensively in-state and out-of-state as required.

Experience Required:

- Extensive job-related experience with increasing levels of responsibility is required.
- Minimum of 5 years of experience in out-of-state and in-state recruiting and training;
- Working in programs sponsored by education/government agencies; research, development, implementation and evaluation of successful programs;
- Supervision of classified staff.

Education Required:

- Bachelor's Degree in a job related area;
- Master's Degree required.

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

- Valid California driver's license and proof of automobile insurance;
- Bilingual in English and Spanish preferred;
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

December 2021

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.