

Job Summary:

The position of The California Center on Teaching Careers (CCTC) Program Manager 1 is created for the purpose/s of recruitment, coordination, and supervision of all teacher residency program and staff in the unit of teacher residency programs 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 Executive Director and County Superintendent of Schools; 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 credentialing requirements for the purpose of state credentialing;
- Manages goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations;
- 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;
- Monitors/Reviews service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance, to assess students' progress, and to ensure the continuity of services;
- Trains/ Evaluates employees to assist staff in setting personal objectives and goals and to evaluate job performance
- 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 eligibility requirements;
- 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 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 credentialing requirements for the purpose of state credentialing;
- Manages goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations;
- 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;
- Monitors/Reviews service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance, to assess students' progress, and to ensure the continuity of services;
- Trains/evaluates employees to assist staff in setting personal objectives/goals and to evaluate job performance
- 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 eligibility requirements;
- 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;

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.

Skills:

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

Knowledge of:

- California Standards for the Teaching Profession and Teacher Performance Expectations;
- Program Standards of Quality and Effectiveness for Professional Teacher Residency Programs;
- Induction Standards and Requirements;
- 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;
- California Commission on Teacher Credentialing (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;
- Oversee the organization, delivery, and monitoring of appropriate credential course work and professional development training and support for candidates, faculty, and staff;
- Monitor all credential completion requirements per (CCTC) regulations;
- Coordinate fiscal and budgetary matters for the unit;
- Coordinate partnerships with districts, county offices of education, and other education agencies, 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 Resident Teachers;
- Oversee and support a communication plan to disseminate the teacher residency programs;

Experience Required:

- Experience with adult learning and delivering instruction at an institution of higher education;
- Experience with state and federal grants;
- Experience with teacher preparation program is highly desired;

Education Required:

- Master's degree required;
- Valid California Teaching Credential;
- Valid California Administrative Credential;

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire);
- Must possess an automobile for travel on the job;
- Bilingual skills in speaking, reading, and writing English and Castilian Spanish fluently is highly desired;

FLSA Status: Non-Exempt

March 2023

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.