

Job Summary:

Under the direction of the Director of California Center on Teaching Careers (CCTC) and/or designee, the Program Manager is responsible for the planning, coordination, and supervision of local and statewide teacher, school counselor, and mental health residency programs and educator apprenticeship initiatives. This position provides leadership and oversight of program implementation, evaluation, and staff supervision; supports novice educators, administrators, districts, and county offices; and manages projects related to educator recruitment, preparation, and retention. The Program Manager ensures that all residency programs meet state credentialing, accreditation, and reporting requirements while fostering collaborative relationships with university partners, professional associations, and statewide education agencies.

Essential Duties:

- Oversee the design, coordination, and implementation of various educational preparation programs in alignment with state credentialing and program standards.
- Develop, implement, and monitor program goals, objectives, policies, procedures, budgets, and contracts to ensure compliance with state, federal, and local regulations.
- Oversee participant recruitment, eligibility determination, placement, and program completion processes.
- Lead program evaluation and data analysis to inform continuous improvement, meet reporting requirements, and ensure quality and consistency across all residency programs.
- Prepare and present reports, proposals, and recommendations to internal and external stakeholders.
- Assist with and support grant writing and state/federal funding efforts to sustain and expand residency programs.
- Serve as liaison between CCTC, institutions of higher education (IHEs), school districts, county offices, and state agencies to strengthen partnerships and ensure program alignment.
- Implement recruitment strategies to attract diverse candidates into teaching and school counseling pathways.
- Coordinate statewide recruitment activities and events in collaboration with partner organizations and education agencies.
- Travel to various locations in-county, out-of-county, and out-of-state for the purpose of organizing recruitment events, participating in meetings with collaborators, and presenting at organized events;
- Supervise, train, and evaluate program staff, providing leadership and guidance to support professional growth and ensure effective program delivery.
- Oversee the planning and delivery of professional learning and training for residents, mentor teachers, counselor leads, faculty, school administrators, and other residency program staff.
- Monitor service agreements, work products, and curricula for quality assurance, program compliance, and continuous improvement.
- Present to districts, universities, and community groups to promote program opportunities and expand awareness.
- Collaborate with state and federal agencies, university faculty, and other organizations to design and deliver curriculum, training, and professional development that meet state standards.
- Engage with the statewide residency technical assistance center (SRTAC), California Commission on Teacher Credentialing (CTC), California Department of Education (CDE), CSU Chancellor's Office, and other statewide organizations to align efforts and share best practices.
- Oversee data collection, reporting, and evaluation processes in compliance with state and federal requirements.
- Ensure all residency programs align with CTC accreditation standards and organizational policies.
- Attend regional and statewide meetings, committees, and conferences to maintain current knowledge of residency program, credentialing, and accreditation requirements.
- Participate in special projects, committees, and events related to educator workforce development.
- Perform other related duties as required

Responsibilities include: working independently under broad organizational guidelines to achieve program objectives; supervising staff and overseeing an assigned work area; managing and coordinating the use of program funds. Utilization of resources from other work units may be required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. The job is performed under minimal temperature variations.

Skills:

- Communicate effectively, verbally and in written form, in English.
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.
- Plan, organize, and implement in-state and out-of-state recruitment activities.
- Facilitate and execute group activities, meetings, and professional learning sessions.
- Collect, analyze, and report accurate data for program evaluation and budgetary reporting.
- Operate a computer and utilize a variety of applicable software programs and technology platforms.

Knowledge of:

- California Standards for the Teaching Profession (CSTP) and Teacher Performance Expectations (TPEs).
- California Standards for the School Counseling Profession and Pupil Personnel Services Credential requirements.
- Program Standards of Quality and Effectiveness for Professional Teacher and School Counselor Residency Programs.
- Induction standards and credentialing requirements established by the California Commission on Teacher Credentialing (CCTC).
- Adult learning theory, curriculum development, and assessment practices.
- Effective professional development models, mentoring frameworks, and coaching strategies.
- Methods for planning, coordinating, and facilitating collaborative relationships, activities, and services involving diverse groups of people.
- Best practices for program evaluation, data analysis, and continuous improvement in educator preparation programs.
- Effective use of time, personnel, and resources to accomplish program goals and objectives.
- Fiscal and budgetary procedures related to grants, contracts, and program operations.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Maintain professional support programs that enable candidates to acquire skills and knowledge aligned with the Teacher Performance Expectations and School Counselor Expectations.
- Oversee the organization, delivery, and monitoring of credential coursework, professional development, and candidate support for both teaching and counseling programs.
- Monitor credential completion requirements in accordance with California Commission on Teacher Credentialing (CCTC) regulations.
- Coordinate fiscal operations, budgeting, and reporting for assigned programs.
- Establish and maintain partnerships with districts, county offices of education, universities, and education agencies, including development and management of Agency Agreements and MOUs.
- Select, train, and support mentors and site administrators to ensure quality and consistency in the supervision and assessment of resident teachers and counselors.
- Develop and manage communication plans to disseminate information and promote residency program opportunities.
- Work independently and collaboratively to meet deadlines and manage multiple projects in a dynamic educational environment.
- Exercise sound judgment, discretion, and professionalism in all interactions with partners and stakeholders.
- Drive personal vehicle to various locations throughout the county, as needed.

Education Required:

- Valid California Teaching or Pupil Personnel Services Credential.
- Valid California Administrative Credential.
- Master's degree preferred.

Experience Required:

- Five (5) years of experience as a teacher and/or school counselor in a primary or secondary school setting.
- One (1) year of experience supervising and evaluating professional staff.
- Experience with delivering instruction at an institution of higher education.
- Experience with educational preparation programs is highly desired.

Other Requirements:

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

FLSA Status: Exempt

October 2025

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.