

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Program Administrator for Staff Development

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under the general supervision of the Director of Staff Development, the Program Administrator for Staff Development is responsible for the Beginning Teacher Support and Assessment (BTSA) Induction Program, Tracy Teacher Induction Program (TTIP), and provides support for the professional development of certificated staff through implementation of a comprehensive Staff Development program.

ESSENTIAL FUNCTIONS:

1. Maintains the BTSA Induction Program in its entirety, including documentation, policies, compliance measures, training of staff, and budget.
2. Organizes and supervises the Tracy Teacher Induction Program (TTIP), and provides ongoing support to teachers new to the District.
3. Provides staff development and trainings for Support Providers and Participating Teachers, ensuring program activities are in compliance with local, state, and California Commission on Teacher Credentialing requirements.
4. Assists in leading and managing the implementation of a comprehensive professional development program for certificated staff.
5. Maintains professional competence through on-going professional development and training in areas related to the position and its responsibilities.
6. Provides support to the Director of Staff Development in all areas of the department including curriculum, instruction, professional development, and related training for administrators, teachers, instructional coaches, and other personnel.
7. Assists in analyzing training, coaching, and instructional needs to develop new programs or modify and improve existing programs.
8. Apply knowledge of the effectiveness of best instructional practices and methods, including instructional technology, to plan, develop and provide training and development programs.
9. Function as a resource for Staff Development in all curriculum areas including current California Standards and instructional technology for all certificated staff.
10. Develop and carry out long and short-term plans, programs, and activities to support the implementation of the district curriculum and instructional programs with minimal supervision.
11. Supervise and evaluate certificated and classified staff as assigned.
12. Serve on district level committees to represent and report on staff development programs as appropriate.
13. Provide presentations, trainings, seminars, grade/subject alike meetings and workshops during district staff development days, pre-service days, Early Release Monday (ERM) time, and at other professional development opportunities.

14. Establish and maintain cooperative relationships with those contacted during the course of work.
15. Maintain confidentiality on issues concerning programs and staff.
16. Maintain regular and prompt attendance in the work-place.
17. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A valid California Teaching Credential and Master's Degree is required. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of education, including a minimum of five-years teaching experience is required.

Administrative experience in a school setting is preferred. Experience with the California BTSA Induction Program, Standards of Quality and Effectiveness for Teaching Induction Programs, Instructional Coaching, Leadership Skills, Equity and Culturally Responsive Pedagogy is preferred. Experience with program evaluation and data collection preferred. A valid California Driver's License is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge and experience in implementing research-based instructional strategies and practices.
2. Demonstrated competence in the California Standards for the Teaching Profession (CSTP).
3. Ability to collect and analyze data for evaluation and improvement of teacher preparation and professional development programs.
4. Ability to analyze situations accurately and adopt effective course of actions.
5. Ability to lead others effectively.
6. Ability to communicate effectively both orally and in writing.
7. Ability to integrate current technology into work and job functions.
8. Ability to effectively coach certificated staff.
9. Work independently with minimal supervision.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the Program Administrator for Staff Development must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: 49 LME Salary Schedule

DAYS OF SERVICE: 225

APPROVED: 9/22/2015

Revised: 11.8.16 (Range change only)