



North Coastal Consortium Teacher Induction Program Coordinator

Job Description

DEFINITION:

Under the supervision of the Assistant Superintendent of Administrative Services, designs, implements, and coordinates the North Coastal Consortium Teacher Induction Program that aligns with the California Induction Program Standards, California Standards for the Teaching Profession, and California Professional Credential requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, review, organize, and direct program, services, and activities aligned with the California Induction Program Standards.
- Develop, implement, and manage professional development consistent with the California Standards for the Teaching Profession and California Professional Credential requirements.
- Serve as the lead contact with the California Department of Education and the California Commission on Teacher Credentialing.
- Design and maintain a system of accountability to monitor the program's effectiveness.
- Responsible for completing all requirements for State Accreditation including ongoing reports.
- Create the Induction calendar and all supporting documents.
- Plan and facilitate Mentor Professional Development Seminars.
- Coordinate, and collaborate with North Coastal Consortium districts to enroll candidates, identify and train mentors, and connect Induction to teacher development processes.
- Gather data and feedback from participating teachers, mentors, leads, and administrators to make any necessary changes to the Induction program.
- Provide support for leads, mentors and teacher candidates participating in the North Coastal Consortium Teacher Induction Program.
- Offer feedback to leads and mentors.
- Prepare and monitor Induction program budgets.
- Maintain Memorandums of Understanding with each Consortium partner.
- Plan and facilitate Induction Advisory Committee meetings.
- Participate in regional and state Induction Program meetings, and trainings.
- Establish and maintain partnerships with universities and other community organizations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- California Induction Program Standards
- California Standards for the Teaching Profession
- California Professional Credential Requirements
- California Content Standards
- District operations, policies, rules, and regulations
- Curriculum and effective teaching practices
- Adult learning theory
- Evaluation and assessment practices
- Second Language Acquisition
- Dual Language Immersion programs
- Response to Intervention models
- Modern office methods, equipment, and procedures
- Correct English usage in both written and verbal form, spelling grammar and arithmetic
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Demonstrate an equity lens in all aspects of the duties and responsibilities
- Stay current on research and best practices that includes academic, behavioral and social-emotional
- Apply organizational, critical thinking and analytical skills
- Read, interpret, and apply complex rules, and regulations as it relates to federal and state programs, funding, and assessment information
- Collect, analyze, and report data
- Develop program progress reports and/or recommendations
- Recruit, train, supervise and support mentors
- Plan and present professional development
- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, and agencies
- Work independently with little direction
- Be flexible, patient, and able to work under pressure
- Maintain confidentiality; use diplomacy and discretion as needed
- Maintain regular and consistent attendance

Education, Licenses and Other Requirements:

- California Teaching Credential
- California Administrative Credential

Experience:

- Five (5) years of successful teaching experience
- Site level leadership/administrative experience preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise level
- Moderate to high stress level

Physical Abilities:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching

OTHER:

California Class C driver's license and employee-provided transportation required

CLEARANCES:

- California Department of Justice (DOJ) Fingerprint clearance
- Pre-employment physical examination and drug screen clearances
- Current negative TB clearance

Approved: September 13, 2022