

COORDINATOR, TEACHER INDUCTION PROGRAM

Basic function

Provide support to the SBCEO Teacher Induction Program and its county-wide stakeholders in the areas of new educator support and professional development. Assist the director in planning, coordinating, delivering, and managing the program, including facilitation of large group meetings, online Zoom meetings, mentor training and support, development and delivery of professional learning, and responsibility for the online learning management system.

Supervision

Directly responsible to the Director, Teacher Induction Program.

Representative duties

- Organize and lead required meetings for all program participants held after school in multiple locations across Santa Barbara county
- Plan, organize and present high quality professional learning to induction candidates and their mentors according to the accredited SBCEO Teacher Induction Program (TIP) program design and guidelines
- Manage the TIP online learning management system (NEO) to include course organization, enrollment, assignments, communication, grading and feedback, development of digital resources, and archiving of participant data and documentation
- Support participating district/site administration with registration of induction candidates, recruitment and identification of mentor teachers, and integration of district and program goals
- Communicate program information regularly to all stakeholders through established means, such as the induction program website, NEO online classroom, program newsletters, email, and in-person and Zoom meetings
- Remain current with the latest research, initiatives, policies, around curriculum, instruction, assessment, and standards (including the California Standards for the Teaching Profession (CSTP) in order to build and maintain cutting-edge research-based content for professional development
- Support ongoing accreditation responsibilities, including collection of program assessment data, analysis, and reporting
- Participate in County Office, division, and Curriculum Council meetings by attending regularly and sharing informed ideas and opinions as appropriate
- Collaborate with other division managers to support programs, initiatives, and professional development which may include serving as a coach/mentor for other program participants
- Model best practices and organizational values that reflect equity and excellence
- Perform other related duties as assigned

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Qualifications

Knowledge of:

- TK-12 curriculum and public school environments
- California Standards for the Teaching Profession (CSTP), California State Standards, Smarter Balanced and CAASPP Assessment Systems, and California Curriculum Frameworks
- Adult learning theory and effective professional learning practices
- Organizational culture, systems change, culturally responsive instructional practice and current theories and research related to curriculum, instruction, and assessment
- Interpersonal skills using tact, patience, and courtesy

Abilities to:

- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others
- Prepare comprehensive statistical reports
- Maintain records and files
- Plan and organize work
- Operate modern office equipment including a computer and applicable software, projector, microphone, speakers
- Work independently with little direction

Education and Experience

Five years successful teaching experience

Masters degree or Administrative Services Credential preferred

Experience working with new teacher development preferred

Significant experience in creating and leading effective, engaging professional development

Licenses and Certificates

Valid Preliminary or Clear California Administrative Services Credential preferred

Valid California Teaching Credential

Valid California driver's license

Working Conditions

Office environment

Afternoon/evening sessions in multiple locations across Santa Barbara County for approximately 12-18 working days each school year

Driving a vehicle to conduct work

Working with large groups

Physical Demands

Ability to project voice to a large audience

Ordinary ambulatory skills to travel to outside offices and locations

Sufficient auditory and oral skills to carry on conversations in person and over the phone

Sufficient visual acuity to recognize words and numbers

Near-visual acuity to read written materials and computer screens

Sufficient hand-arm-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Management Salary Schedule: Range 24

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