



## JOB DESCRIPTION

**Position Code:** 1032  
**Certificated Group:** SJTA  
**Work Days:** 190  
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**POSITION TITLE:** Pre-Induction Teacher Support Facilitator

**DEFINITION:** Under general supervision, collaborates with the Center for Teacher Support (CTS) in organizing the district's Smooth Start training program and develops individualized support plans, evaluates progress, and provides on-going support and assistance to contracted permit teachers within the district.

**DIRECTLY RESPONSIBLE TO:** Assistant Superintendent, Secondary Schools

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Assists with organizing all facets of the district's Smooth Start training program and promoting the event to contracted permit teachers within the district.
2. Organizes introductory meetings with contracted permit teachers within the district and provides on-going support and assistance.
3. Collaborates with site administrators, applicable district staff, and external agencies to ensure coordinated support for contracted permit teachers.
4. Schedules and conducts initial and subsequent observations and provides a debriefing of findings with contracted permit teachers.
5. Facilitates regular check-in meetings to evaluate the progress and effectiveness of individualized support plans and makes adjustments as necessary to ensure candidates complete their required hours of support.
6. Conducts follow-up assessments to determine additional needs/concerns, provides resources, and facilitates the development of a support network.
7. Encourages contracted permit teachers to perform self-reflection, based upon received feedback and assessment data, in accordance with the district's System of Professional Growth (SPG) guidelines.
8. Makes recommendations of or referrals for additional professional development resources and opportunities available to contracted permit teachers, as needed.
9. Assists in identifying school-site mentor teachers and facilitates relationships with contracted permit teachers, as necessary.
10. Communicates with applicable departments regarding the status of contracted permit teachers and prior experience.
11. Coordinates an online book study program focused on topics related to English Language Development (ELD) to support contracted permit teachers in meeting their required professional development hours.
12. Schedules, facilitates, and attends meetings with SPG facilitators and program specialists.
13. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Must possess a Bachelor's degree from an accredited college or university; Master's degree is desired. Must have at least five years of classroom instruction experience demonstrating satisfactory performance; experience providing professional development, mentoring, and/or teacher support is highly preferred.

### Licenses and Certificates:

- Possession of a valid California teaching credential issued by the California Commission on Teacher Credentialing
- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state laws, regulations, codes, and rules and district policies and procedures
- Knowledge of the California Standards for the Teaching Profession (CSTP)
- Knowledge of the California Commission on Teacher Credentialing processes and requirements
- Knowledge of effective classroom management and teaching strategies
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to interpret, apply, and explain district, school, and program policies and procedures
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time

- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/12/2019