



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** DISTRICT PROFESSIONAL DEVELOPMENT and INDUCTION COORDINATOR  
(Teacher on Special Assignment – TOSA)

**REPORTS TO:** Director of Curriculum and Assessment      **SITE:** District Office  
Deputy Superintendent of Human Resources and Instruction

**CLASSIFICATION:** Certificated      **WORK YEAR:** Teacher Work Calendar  
+10 Days

**SALARY:** 1.0 FTE (.6 Professional Development; .4 Teacher Induction and Instructional  
Coaching)

**APPROVED BY THE BOARD OF TRUSTEES:**      **EFFECTIVE DATE:** July 1, 2018

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### JOB ESSENTIAL FUNCTIONS:

#### Teacher Professional Development (General Education)

1. Provides leadership, oversight and support for professional learning activities across the District including, but not limited to, structured collaboration, trainings and classroom walkthroughs.
2. Aggregates school level professional development needs assessments; develops and delivers professional development sessions for schools and teachers where needed.
3. Serves as a content and implementation expert regarding pedagogy and instruction.
4. Provides direct support and training to Site-based Professional Development Coordinators (and Council), and school leadership or professional development teams.
5. Coordinates District-level Professional Development Days.
6. Works with the Director of Curriculum and Assessment to develop, monitor, and oversee District Professional Development Plan.
7. Prepares and submits annual report to Board of Trustees on District professional development activities.
8. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate, disseminate and share best practices and opportunities to teachers across the District.
9. Maintains affiliations for professional organizations at the local, state, and national level.
10. Works collaboratively and collegially with administration, coaches, curriculum specialists, teacher-leaders and District specialists.
11. Supports data collection and analysis for program improvement.

#### Teacher Induction and Instructional Coaching

1. Provides overall leadership in planning, developing, scheduling, implementing, and evaluating Induction and Instructional Coaching Programs implementing a growth oriented model of collaborative coaching and feedback.
2. Coordinates and facilitates the District's Teacher Induction Program including new teacher orientation; and develops and delivers yearlong professional learning sessions.

3. Coaches and supports teachers during the full evaluation and/or new teachers in the clear credential process in a collaborative model of observation, conversation, lesson demonstration, and feedback to analyze and reflect on the teacher's practice to promote quality instruction.
4. Maintains written and verbal evidence of teachers' progress toward their growth goal in compliance with the guidelines outlined in the Teacher Evaluation Handbook.
5. Identifies potential issues and problems with the Induction Program, and works with the San Mateo County Office of Education (SMCOE) and District Credential Analyst to develop District-appropriate solutions for teachers' progress and completion of clear credentials.
6. Collaborates with superintendent, site administrators, and other District administrators assisting in the implementation of teaching standards.
7. Serves as the liaison between the broader instructional coaching program, the District, and the SMCOE Induction Program, as necessary, serving as the primary point of contact.
8. Manages and facilitates the training of instructional coaches.
9. Provides coaches feedback and support on the efficacy of their coaching.
10. Collaborates with administrators in the hiring of instructional coaches and mentors.
11. Supports data collection and analysis for program improvement.
12. Works as an Instructional Coach as needed.

### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

### **QUALIFICATIONS:**

#### **Education/Training Experience**

- Minimum of five years high school teaching experience.
- Knowledge of teacher development, including leading and designing professional development and Adult Learning Theory.
- Knowledge of instructional coaching and use of formative assessment cycles for teacher growth.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy/ curriculum & instruction.
- An understanding of and commitment to *Cultural Proficiency*.
- An understanding of and effective strategies for formative assessment across the curriculum.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Apps for Education; and Aeries.

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.