



## SAN MATEO UNION HIGH SCHOOL

### DISTRICT CERTIFICATED JOB

#### DESCRIPTION

**JOB TITLE:** Teacher Induction Accreditation Coordinator (for 2024-25 only)

**REPORTS TO:** Mgr. Teacher Induction and PL

**CLASSIFICATION:** Certificated

**SALARY:** 0.2 FTE Certificated Salary Schedule

**APPROVED BY THE BOARD OF**

**SITE:** District Office

**TRUSTEES: March 28, 2024**

**WORK YEAR:** School Days Only

**EFFECTIVE DATE:**

#### **JOB SUMMARY:**

Under the supervision and direction of the Manager of Teacher Induction and Professional Learning, the Induction Accreditation Coordinator will provide leadership and facilitation of the accreditation process outlined by the California Commission on Teacher Credentialing (CTC) that is required for teacher education programs to maintain their accreditation status. This includes the facilitation of data and evidence collection from the program and stakeholders to demonstrate that the program is meeting the stated preconditions, common standards, and program specific standards as outlined by the CTC. This process will lead to the creation of a documentation website, containing both links to evidence and descriptive narratives that explain how evidence meets standards. Upon completion of the evidence collection process, the coordinator will assist in the coordination of a Board of Institutional Review (BIR) member's site visit, which occurs in March 2025. Visiting BIR members interview stakeholders and review program evidence to ascertain if the accredited program is meeting the standards.

#### **JOB ESSENTIAL FUNCTIONS**

1. Timelines and documentation
  - Establish in collaboration with the Manager of Teacher Induction and Professional Learning, and according to the accreditation process outlined by the CTC.
    - A general calendar that outlines accreditation activities, document submission deadlines, and BIR site visit.
    - A process for ongoing communication with stakeholders regarding the accreditation activities and stakeholder input.
    - Create an accreditation website to organize and share evidence with accompany narratives for the following:
      - Program Preconditions (6 areas)
      - Common Standards (5 areas)
      - Program Standards (6 areas)
2. Coordinate accreditation activities with visiting team
  - Coordinate and schedule interviews with stakeholder groups, and manage interview logistics.
  - Coordinate visiting members' accommodations and travel logistics.
3. Collaboratively develop presentations for the Board, and administrator groups regarding the induction program with the program manager.
4. Induction Advisory Group
  - Participate in the Induction Advisory Group to identify key data sources and program data to include to demonstrate program adherence to precondition and standards
5. Collaborate with Program Manager and Lead Mentor
  - Identify program sources of evidence for each standard/ precondition
  - Securing evidence samples and/ or data needed for the preconditions and standards

outlined in the accreditation process.

6. Construct evidence portfolio that addresses all 17 areas of preconditions and standards for teacher induction.
  - Gather and organize relevant evidence on the accreditation website
  - Generate narratives for the evidence as it relates to standards.
7. Complete tasks/processes in a timely manner and in accordance with CTC accreditation mandates/timelines.

#### **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 Site Administration and other school site employees, other District employees, the Board of Trustees, students, parents and the general public.

#### **QUALIFICATIONS:**

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

- CA single-subject Teaching Credential or PPS credential
- Minimum of five years of experience working in a high school.
- Minimum one year experience working as an induction mentor; induction experience both within and outside of SMUHSD meets this qualification.
- Substantial commitment to and experience participating in professional learning activities.
- Ability to use Google Sites or other related platforms to create and update a basic webpage for information sharing.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Apps including Google Spreadsheets; and Aeries.

#### **OTHER REQUIREMENTS:**

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.
- 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.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

#### **SMUHSD EQUITY VISION**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

#### **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**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.