Adams 12 Five Star Schools

Job Description
Prepared/Revised: June 2024

Job Title:	**Director, P-Teach Program**	**Job Code:**	**5073**
Job Family:	**Certified**	**FLSA Status:**	**Exempt**
Pay Program:	**Administrative**	**Pay Range:**	**L17**
Typical Work Year:	**10 months**		

SUMMARY: Serve as part of the Learning Services team whose primary responsibility is to support schools in the development and implementation of district-wide program that supports in building our own diverse educator workforce starting with high school students and para educators. P-TEACH, P-TAP and the apprentice program. The program goals are to create the next generation of excellent educators, especially in hard to fill positions like Special Education, Math, Science, and Early Childhood Education. This leader must supervise and monitor state expectations, regulations, policies, and budgets; monitor student matriculation data, provide guidance and suggested next steps to district leadership based on data, and research. Partner with key stakeholders within Learning Services to develop educational targets, monitor legal issues, ensure instructional practices, and program benchmarks are met as necessary to achieve goals and objectives established by the District's Unified Improvement Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead the development of the P-TEACH, P-TAP programming in Adams 12. Strengthen relationships with principals, community partners and business services for seamless implementation of student field experiences, internships, and work experience/externships. Collaborate with key stakeholders, such as CDE, CDHE, CTE, CEI, community colleges, and university partners, to establish robust articulated agreements and concurrent/dual enrollment processes.	D	25%
2. Coordinate all aspects of launching and sustaining P-TEACH and P-TAP programs, including instructor selection, transcript review, and coordination of course schedules. Focus on operational elements such as storytelling, determining implementation benchmarks, goal setting, and sharing successes and next steps.	D	25%
3. Lead, monitor and support the students, adults, and mentors in the P-TEACH, P-TAP and apprentice program. Enhance support for teachers mentoring high school students during successful classroom field experiences. Foster a collaborative environment to ensure effective mentoring relationships. Provide effective coaching support for students and educators on instructional best practices, curriculum, resources, and data analysis.	W	20%
4. Collaborate with the broader Learning Services team and HR teams to ensure that we are recruiting and retaining a diverse workforce. Provide ongoing support for initiatives that build a dynamic and resilient field of educators. Design and deliver professional learning opportunities for administrators, teachers, and/or classified personnel to advance the P-TEAH program.	W	10%
5. Monitor student achievement and matriculation data; gather feedback from teachers and administrators regarding professional development, program development and resources needed to ensure continuous improvement. Ensure broad stakeholder engagement in decision-making.	W	10%
6. Collaborate with the School Leadership Executive Directors and Curriculum and Instruction Executive Director to ensure the P-TEACH and P-TAP strategic goals support the district vision	W	6%
7. Uphold and apply state laws, contractual obligations and district policies while ensuring due process.	W	2%
8. Perform other duties as assigned.	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
● Master's degree in administration, curriculum, and instruction.

● Minimum of five (5) years of administrative experience, principal experience preferred.
● Minimum of five (5) years of experience in public schools.
● Experience working with a large organization to achieve the vision.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

● Criminal background check required for hire.
● Current Colorado Principal License.
● Currently hold or be able to acquire an Education and Training Colorado CTE Credential within 6 months.
● Must possess or be able to obtain a valid and appropriate Colorado Educator License.
● Must successfully complete current district training for supervision of Certified and Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

● Ability to frequently travel among district facility locations.
● Excellent oral and written communication and interpersonal relations skills.
● Strong knowledge of curriculum and instruction.
● Demonstrate the ability to integrate technology into job related functions (teaching student and adult learners, facilitation and assessment.
●Demonstrate skill in classroom teaching, collegial coaching, problem-solving mentoring, facilitation and training.
● Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, continuous improvement and program assessment practices.
● Demonstrate organizational skills, ability to prioritize, and initiative for working with minimal supervision.
● Ability to promote and follow Board of Education policies, District policies, building and department procedures.
● Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
● Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
● Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

● Operating knowledge of and experience with personal computers and peripherals.
● Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, E-mail and general office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Curriculum and Instruction	3066

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring, coordinating and initiating requisitions for the P-TEACH budgets, directing monies to schools for building level professional development, and directing budget analysis.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand				X
Walk				X
Sit			X	
Use hands and/or fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**

	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**

Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	