

COORDINATOR INDUCTION & LEADERSHIP SERVICES

DEFINITION

Under general direction, works closely with Induction, Leadership and Preliminary and Clear Administrative Services Credential Programs. Lead a program for mentors in the Teacher Induction program (teacher induction is a professional support and assessment program that enables each participating teacher to acquire skills, abilities and knowledge as outlined in the California Standards for the Teaching Profession and the Teacher Induction program standards). Works closely and in coordination with two other Coordinators for Teacher Induction to develop new content and strategies in response to California Commission on Teacher Credentialing program standards and in response to identified program needs. Responsible for individual coaching of teachers and administrators, designing and delivering administrative credential classes, management of mentors, collaboration with Coordinators for Leadership Services, and developing the Teacher Leadership series.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrator, Teacher and Administrator Development (TAD). Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist in the implementation of the San Mateo County Teacher Induction Project and lead the component related to mentors and mentoring in Teacher Induction.
- Continue the development and implementation of the Teacher Leadership Series.
- Design, implement and evaluate professional development for mentors and participating teachers, aspiring and current administrators.
- Design, instruct and evaluate courses for Preliminary Administrative Services Credential program.

- Design and utilize the online learning management system to run courses, monitor submissions and provide feedback across induction and administrator programs.
- Plan, coordinate, develop, and facilitate a program of support for new and veteran mentors.
- Assist participating teachers, advisors and district liaisons with induction and credentialing requirements.
- Coach beginning teachers and/or site and district administrators in our programs.
- Convene work groups to address program design issues.
- Attend regional and state Teacher Induction meetings and other required training.
- Teach during evening courses for Teacher Induction and Preliminary Administrative Services Credential program.
- Support fully a commitment to equity-centered schools and classrooms, through promotion of effective practices demonstrated to eliminate the opportunity and achievement gap for students (students of color, English Language learners, students in low socio-economic status, students with disabilities, etc.).
- Select, train, supervise and evaluate assigned staff.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a master's degree from an accredited college or university with major coursework in, or a closely related field; and
- Three or more years of experience as a principal.
- Five or more years of teaching experience at the K-12 level.

Licenses and Certifications:

- Valid Administrative Services Credential
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- California Standards for the Teaching Profession, California Administrator Performance Expectations, and California Professional Standards for Educational Leaders.
- CTC Teacher Induction program standards.
- Elements of an effective teacher induction program.
- Elements of an equity-centered coaching program.
- Elements of an equity-centered school and classroom.
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence.
- California's Common Core State Standards, NGSS and state testing and accountability requirements.
- Available local, regional and state resources, and applicable state laws and requirements.
- Research, laws and best practices to support students with disabilities, English language learners and students in pre-K -12 settings.

Ability to:

- Prepare and deliver effective, contemporary and high-quality professional development.
- Work as part of a team.
- Communicate effectively both orally and in writing.
- Coach, mentor and support teachers, mentors site administrators.
- Prepare and present a variety of reports and materials using appropriate technology.
- Facilitate groups in planning, problem-solving and decision-making.
- Build and maintain collaborative relationships with diverse individuals and groups.
- Effectively manage multiple projects and deadlines simultaneously.
- Ability to work effectively in a team environment with staff members and managers.
- Ability to work in a team across multiple programs and initiatives.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.