

## COORDINATOR, TEACHER INDUCTION – EDUCATION SPECIALIST

### DEFINITION

Under general direction, coordinates and leads a program for beginning teachers earning a clear education specialist credential 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). Responsible for development of content, designing and delivering professional learning sessions, and monitoring completion of state credential requirements for education specialists. Works in coordination with two other Coordinators for Teacher Induction to develop the program in response to California Commission on Teacher Credentialing program standards and in response to identified program needs. Responsible for individual coaching of teachers, staying abreast of special education practices, policies and legal requirements. Provides related professional learning and support connected to Universal Design for Learning, inclusive teaching practices and co-teaching.

### 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 with all teachers and support providers and lead the component related to Education Specialists.
- Design, implement and evaluate professional development for support providers and participating teachers, providing the perspective of supporting inclusive practices and best practices/legal guidelines in special education.
- Design and utilize the online learning management system to run courses, monitor submissions and

- provide feedback across induction programs.
- Assist participating teachers, advisors and district liaisons with induction and credentialing requirements.
- Coach beginning teachers in our programs.
- Convene work groups to address program design issues.
- Respond flexibly to needs to support teachers in unique placements and convene professional communities of practice related to special education, as arises.
- Attend regional and state Teacher Induction meetings and other required training.
- Teach during evening or weekend courses for Teacher Induction program.
- Provide consultancy services to districts related to inclusive practices, co-teaching and Universal Design for Learning (UDL).
- 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 Special Education, or a closely related field; and
- Five years of teaching experience at the K-12 level in special education settings.
- Current knowledge of special education laws, practices and policies.

### **Licenses and Certifications:**

- Valid Clear Education Specialist Credential.
- Administrative Services Credential (Preliminary or Clear), or enrollment in a preliminary administrative services credential program.
- 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 and CTC Teacher Induction program standards.
- Elements of an effective teacher induction program.
- Elements of an equity-centered classroom.
- Elements of an equity-centered coaching program.
- 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 in special education.
- 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 clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Coach, mentor and support Ed Specialist Induction Teachers and provide consultation and support to support providers.
- Prepare and present a variety of reports and materials using appropriate technology.
- Facilitate groups in planning, problem solving and decision-making.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively maintain accurate program records.
- 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.