

COORDINATOR, TEACHER INDUCTION/GENERAL EDUCATION

DEFINITION

Under the direction of the Executive Director, Teacher and Administrator Development, coordinates and assists in the administration of 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 Induction program standards with the support of mentor to earn a California Clear Teaching credential.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director, Teacher and Administrator Development.
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)

- Assist in the implementation of the San Mateo County Teacher Induction Program;
- Design, implement and evaluate professional development for candidates and mentors;
- Plan, coordinate, facilitate and evaluate support for new and veteran mentors;
- Provide support and resources related to cultural relevant pedagogy, equitable grading practices, Universal Design for Learning, resiliency and belonging in the classroom
- Assist participating teachers, advisors and district liaisons with induction and credentialing requirements;
- Design, revise, and review the Individual Learning Plan
- Mentor teachers in their first two years of teaching
- Convene work groups to address program design issues;
- Attend regional and state Induction meetings and other required training;

- Support fully a commitment to ensuring significant improvement in the achievement of students of color, economically disadvantaged students and multilingual learners.
- Select, train, supervise and evaluate assigned staff;
- Perform other duties as assigned.

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:

Education:

- Master's degree or equivalent from an accredited college or university

Licenses and Certifications:

- Valid Administrative Services Credential.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Experience:

- Five or more years of teaching experience at the K-12 level
- Site Administrator Experience, preferred
- Coaching Experience
- Experience working with teachers and administrators in teacher induction programs preferred, but not required

Knowledge of:

- California Standards for the Teaching Profession and the Induction program standards;
- Elements of an effective teacher induction program;
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence and adult learning theory;
- Coaching models and methods;
- Universal Design for Learning (UDL);
- California's Common Core State Standards and accountability requirements;
- Available local, regional and state resources, and applicable State laws and requirements.

Ability to:

- Ability to work effectively in a team environment with staff members and managers;

- Prepare and deliver effective professional development;
- Communicate effectively both orally and in writing;
- Coach, mentor and support teachers, mentors, and 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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR.

Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.