

Job Summary:

The job of the Teacher Induction Programs Coordinator is done for the purpose/s of assisting with providing formative assessment and direct support from exemplary experienced teachers who are trained to promote California Standards for the Teaching Profession, and provide beginning teachers the means to meet California Induction standards. The Tulare County Beginning Teacher Support & Assessment (BTSA) Induction Consortium is sponsored jointly by the California Commission on Teacher Credentialing and the California Department of Education. The Tulare County Office of Education is lead program sponsor working with thirty-five districts, site administrators, and institutes of higher education to coordinate and administer program relations and operations, and to provide training in curriculum, instruction, and assessment.

Essential Functions:

- Analyzes Professional Induction Portfolios for the purpose of determining their match with California Induction Standards.
- Assists the Director with analysis of participant credentials for the purpose of determining participant eligibility and requirements.
- Assists Director with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- Assists the Director with the development and implementation of all components of the state requirements of the Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the purpose of maintaining state accreditation of the Tulare County BTSA Induction Consortium.
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- Collaborates with programs, IHE's, and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- Communicates with participating teachers, sites, and districts for the purpose of clarifying Induction and Induction requirements.
- Maintains accurate records and reports for the purpose of ensuring participants complete credential requirements, and ensuring that the program meets the requirements of state program standards.
- Plans/provides diverse professional development for the purpose of training participants as required by the program standards.
- Produces program materials for the purpose of providing participants with the necessary information and/or resources for program completion.
- Supports program staff and participant involvement for the purpose of maintaining effective program management.
- Supports staff for the purpose of adhering to agency employment policies.
- Supervises/evaluates personnel for the purpose of insuring productivity, effectiveness, and efficiency of staff.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - operate a computer;
 - utilize a variety of applicable software including a web browser.
- **Knowledge of:**
 - California Standards for the Teaching Profession;
 - Standards of Quality and Effectiveness for Professional Teacher Induction Programs;
 - learning theory, curriculum, instruction, and assessment;
 - effective professional development models and strategies;
 - how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
 - effective use of time and resources to accomplish project objectives.
- **Ability to:**
 - assist with maintaining a professional support program that enables participants to acquire skills and knowledge contained in the California Standards for the Teaching Professions and meet California Induction Standards;
 - organize and conduct staff development activities;
 - assist site administrators in the selection and monitoring of experienced Support Providers to ensure quality and consistency in the support and assessment of Participating Teachers;
 - participate in, and provide professional development training;
 - use the California Formative Assessment and Support System for Teachers (CFASST) as a basis for services to participating teachers, support providers, and site administrators;
 - support a communication plan to disseminate BTSA Induction program information and provide feedback among participants;
 - assist in conducting periodic program evaluation;
 - maintain liaisons with, and participate in, the statewide BTSA Induction networks and trainings;
 - maintain accurate records and complete required reports;
 - support applicable codes, laws, and regulations related to the BTSA Induction program;
 - communicate effectively, verbally, and in writing.

Responsibilities include: at times working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- Masters degree in job-related area.

Certificates, Licences, Clearances, Testing and/or Bonding Required:

- Valid California Driver's license and proof of automobile insurance.
- Valid California Teaching Credential.
- Valid California Administrative or Supervisory Credential.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.