

**Job Summary:**

The job of Manager, Accounts & Recruitment was established for the purpose/s of assisting the Program Manager of New Teacher Development in the development and monitoring of program budgets. The manager will direct all recruitment activities both in-state and out-of-state in order to provide a qualified pool of teacher candidates for districts. The manager will supervise and evaluate classified staff in the New Teacher Development program.

**Essential Functions:**

- ▶ Administers/Monitors local, regional and statewide recruitment activities and data for the purpose of preparing reports, meeting program goals and objectives, and for the development of future state and federal grant activities.
- ▶ Advises/Trains participating teacher candidates for the purpose of streamlining the job search and application process for all applicants.
- ▶ Assists the Program Manager in coordinating regional development trainings (CSET, VPSS, NCLB, Target Success) for the purpose of providing needed training to teachers in the region.
- ▶ Assists the Program Manager of New Teacher Development for the purpose of performing budget development and monitoring.
- ▶ Assists the Program Manager of the New Teacher Development for the purpose of seeking new federal and state funding through grant writing.
- ▶ Attends meetings of the California Teacher Recruitment Program, Regional District Intern Programs, California Teacher Corps, Federal and State Grants and other groups for the purpose of conveying and/or gathering information required to perform job functions.
- ▶ Collaborates with Intern, BTSA and other pipeline programs for the purpose of increasing and supporting the candidate pool of teacher applicants.
- ▶ Collaborates with school districts, county offices of education, institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers program for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract and train new teachers.
- ▶ Conducts presentations statewide for the purpose of recruiting paraprofessionals, new college graduates and career changers into the teaching profession.
- ▶ Coordinates statewide recruitment activities and projects for the purpose of collaborating with various state and federal organizations to address the issue of recruiting highly-qualified teachers for California districts.
- ▶ Creates reports, presentations, program procedures and training for the purpose of program implementation.
- ▶ Drives to various locations in-county, out-of-county, and out-of-state for the purpose of participating in meetings with collaborators and attending organized events.
- ▶ Facilitates communications to employees, program participants, reports, surveys, forms paper screening criteria and interview questions for the purpose of providing information to staff and the public.
- ▶ Implements a recruitment plan for the purpose of seeking, screening, referring and supporting potential new teachers.
- ▶ Interviews/Screens teacher candidates for the purpose of ensuring that they are suitable for the districts in California.
- ▶ Manages program student accounts for the purpose of maintaining accurate records for the IMPACT Intern Program.
- ▶ Manages/Implements financial incentives offered by federal and state grants for the purpose of providing financial assistance to program participants.
- ▶ Organizes local, regional and statewide meetings for the purpose of promoting the program.
- ▶ Performs other duties as assigned by the Program Manager for the purpose of meeting the mission and goals of the Tulare County Office of Education, New Teacher Development, Teacher Quality Partnership and Transition to Teaching Grants.
- ▶ Plans/Organizes/Coordinates/Attends local, regional, statewide and out-of-state teacher job fairs for the purpose of assisting districts to recruit qualified teacher candidates to meet their needs, as well as growing their own teachers.
- ▶ Supervises marketing and advertising (newspapers, TV, radio, Internet) for the purpose of promoting programs administered by the office and attracting more candidates to the teacher profession.
- ▶ Supervises/Evaluates all classified staff in New Teacher Development for the purpose of monitoring performance and providing professional growth.
- ▶ Supports the Program Manager of New Teacher Development for the purpose of managing and analyzing budget records for state and federal grants administered by the office.
- ▶ Trains participating districts statewide for the purpose of streamlining the application, screening and selection process of all teacher candidates, and sharing best practices.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - communicate effectively, verbally, and in written form in both English and Spanish, preferred;
  - analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
  - facilitate and execute group activities;
  - plan, organize, and implement recruitment activities in-state and out-of-state;
  - collect accurate data to assemble and deliver required budgetary reports;
  - operate office machines such as computer equipment, specific software, LCD projectors, teleconference equipment;
- ▶ **Knowledge of:**
  - state and federal grant writing procedures;
  - state and federal grant data collection and reporting procedures;
  - state and federal budget development and tracking;
  - recruitment practices, strategies, procedures and marketing procedures;
  - interviewing techniques;
  - California Commission on Teacher Credentialing certification procedures;
  - No Child Left Behind Act compliance procedures;
  - teacher preparation program requirements and procedures;
  - alternative route credential program requirements and procedures;
  - outreach techniques and strategies for specific teacher targeted groups;
- ▶ **Ability to:**
  - supervise, train and evaluate classified staff;
  - administer budgets and maintain accurate records;
  - understand and explain regulations, policies and procedures;
  - coordinate, prioritize, organize and schedule a variety of activities, projects and events;
  - meet deadlines;
  - communicate with individuals of varied cultural and education backgrounds;
  - travel frequently in-state and out-of state;
  - design and make presentations using presentation software and other media;
  - establish and maintain cooperative and effective working relationships with personnel and faculty from districts, county offices of education, local businesses and universities;
  - work with minimal supervision.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. 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 require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.
- ▶ Two years experience in out-of-state and in-state recruiting and training; working in programs sponsored by education/government agencies; research, development, implementation and evaluation of successful programs; and supervision of classified staff.

**Education Required:**

- ▶ Bachelors degree in job-related area.
- ▶ Masters Degree in job-related area preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding, and Other Requirements:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Bilingual in English and Spanish preferred.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Willingness to travel extensively in-state and out-of-state as needed.

**FLSA Status:** Exempt

**December 2011**

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.