

Job Summary:

The job of Executive Director California Teacher Corps was established for the purpose/s of supporting the California Teacher Corps, a membership organization that represents the state's more than seventy alternative certification programs to increase the pool of talented, committed, and diverse teachers in California's public schools. The Executive Director serves on behalf of the board of directors, membership, and partners to help fully implement the California Teacher Corps vision, mission, and goals. Providing technical assistance, guidance, and support of the day-to-day operations of the organization, the Executive Director works in collaboration with, and/or, independently on tasks assigned by the board of directors.

Essential Functions:

- ▶ Collaborates with the board, fund development committee, and partners to oversee fund development projects as defined by the board which may include membership drive and grant writing for the purpose of increasing fiscal sustainability.
- ▶ Communicates regularly to keep the executive committee and board apprised of workload and accomplished tasks for the purpose of ensuring the smooth operation of the organization.
- ▶ Coordinates assigned county, region, and state activities to disseminate information and coordinate organizational activities for the purpose of supporting improved educational and alternative certification practices.
- ▶ Monitors the CA Teacher Corps email accounts and website to respond in a timely manner to constituents and members and to update information for the purpose of increasing and improving communication.
- ▶ Participates in personal and professional growth activities to increase expertise for the purpose of maintaining strong leadership for the organization.
- ▶ Prepares/Submits required records and reports to document activities for the purpose of accountability.
- ▶ Provides recruitment and public relations services to support the board of directors, membership, and partners for the purpose of increasing the pool of talented, committed, and diverse teachers in California's public schools.
- ▶ Serves as the secretary to the board of directors to provide technical assistance, guidance, and support of the day-to-day operations for the purpose of maintaining the organization's bylaws, policies, organizational documents, historical data, and management plans.
- ▶ Serves on behalf of the board of directors, membership, and partners to support the full implementation of the California Teacher Corps vision, mission, and goals for the purpose of providing a unified voice for alternative certification programs throughout California.
- ▶ Works with the board of directors to design and implement an annual scope of work for the purpose of carrying out the California Teacher Corps Strategic Plan.
- ▶ Works with the board, membership, and partners to increase committee productivity and strengthen organizational infrastructure, including board recruitment for the purpose of implementing the vision, mission, and goals of the organization.
- ▶ Writes/Solicits articles for news releases, the Quarterly Report, the website and other communication projects to provide ongoing communication and public relations for the purpose of effectively and proactively addressing teacher preparation issues facing California.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - maintain databases;
 - maintain website;
 - prepare and deliver PowerPoint or Keynote presentations;
 - operate computers and iPads;
 - email;
 - initiate and implement programs and projects;
 - prepare and maintain accurate and complete records and reports;
- ▶ **Knowledge of:**
 - California's "Learning-to-Teach" continuum and the components of effective alternative certification programs;
 - laws, regulations, and CCTC requirements for state-approved intern/alternative certification programs;
 - effective staff development and mentoring new teachers;
 - California Teacher Corps policies, procedures, rules, and regulations;
 - current issues relative to alternative certification and teacher preparation;
 - current trends in professional development;
 - data analysis and evaluation methodology;
 - personnel practices;
 - practices and group process techniques;
- ▶ **Ability to:**
 - communicate effectively, both orally, and in writing;
 - work independently;
 - challenge others to develop as leaders while serving as a role model to attain goals and pursue excellence;
 - identify opportunities for improvement and make constructive suggestions for change;
 - manage the process of innovative change effectively;
 - remain on the forefront of emerging educational practices and policy;
 - effectively support each board member to his/her fullest potential;
 - motivate membership, committees, and board to work together in the most efficient manner;
 - facilitate meetings effectively;
 - keep membership well-informed of changes, issues, and updates regarding the California Teacher Corps;
 - deliver engaging, informative, well-organized presentations;
 - resolve and/or facilitate issues in a timely fashion;
 - communicate difficult/sensitive information tactfully;
 - hold regular status meetings and effectively communicate relevant information with board of directors, board president, and executive committee;
 - work well with others, including intern directors, superintendents, university personnel, county office staff, and administrators while maintain flexibility and upholding collaborative efforts of the organization;
 - travel, extensively, to attend trainings, meetings, professional development, and meet program requirements;

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Minimum of one year in a leadership position as an alternative certification program director or coordinator.
- ▶ Experience in presenting to, and/or, teaching adults.
- ▶ Administrative or supervisory experience.

Education Required:

- ▶ Masters degree in job-related area.

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

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California Teaching Credential.
- ▶ Valid California Administrative Services Credential.
- ▶ Valid California driver's license and proof of automobile insurance.

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.