

Job Summary:

The job of Teacher Induction Program Specialist is done for the purpose/s of assisting the Teacher Induction Program Director in performing the organizational tasks that maintain the program within the state guidelines to continue to receive funding as an induction program. The person in this position greets clients to make them feel welcome while providing information and referring them to the proper source. They accept and process induction documents to assist clients with program requirements. They create program documents, reports, flyers and certificates in order to disseminate program information to the appropriate entities. They input, update and retrieve data from the databases to maintain records, reports and preserve permanent induction and credential files. They maintain confidentiality of induction participants and their mentors ensuring information is not disclosed to unauthorized personnel. They prepare documents for the purpose of revising budgets and providing information to potential teacher candidates, staff, districts, state and local governmental agencies. They maintain records, schedules, mailing lists and other documents in order to ensure attendance at required meetings/training sessions and that deadlines and requirements are met to maintain eligibility requirements of both teachers and the induction program. They assist the human resources staff, induction staff and credentialing staff in order to provide support in the completion of their duties. They prepare and collect forms needed for attaching to the teachers' credential application/file for the purpose of assisting the teacher to complete the requirements for submission to the state.

Essential Functions:

- ▶ Accepts/processes induction documents for the purpose of assisting clients with program requirements.
- ▶ Assists human resources staff, induction staff and credentials staff for the purpose of providing support in the completion of their duties.
- ▶ Assists/maintains records, schedules, mailing lists, inventories, files and other documents for the purpose of ensuring that time lines and deadlines are met and that records are available for easy reference.
- ▶ Collects forms needed for attaching to the teacher's credential application for the purpose of assisting the teacher in completion of requirements for submission of their application to the state.
- ▶ Creates/produces program documents, reports, flyers and certificates for the purpose of dissemination of program information.
- ▶ Greets clients for the purpose of making all clients feel welcome, providing information and referring them to the proper source.
- ▶ Inputs/updates/retrieves data from data base system for the purpose of maintaining information, records and reports.
- ▶ Maintains confidentiality of induction participants and their mentors for the purpose of ensuring information is not disclosed to unauthorized personnel.
- ▶ Maintains induction and credential files for the purpose of preserving permanent records.
- ▶ Maintains/updates list of induction participants and their mentors for the purpose of ensuring attendance at required training sessions, classes, or to schedule make-up sessions.
- ▶ Meets deadlines for filing teacher certification documents for the purpose of maintaining the program's eligibility for state funding.
- ▶ Prepares documents for the purpose of revising budgets.
- ▶ Prepares documents (reports, schedules, correspondence, flyers, calendars, brochures) for the purpose of providing information to potential teacher candidates, staff, districts, the general public, and state and local governmental agencies.
- ▶ Processes documents to be attached to credential applications for the purpose of ensuring the appropriate credentialing of teachers.
- ▶ Verifies/maintains induction program eligibility and progress records for the purpose of maintaining pertinent and permanent files regarding certificated staff credentialing and completion.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - use a computer to compose correspondence, create/update databases for storage and retrieval of information;
 - create spreadsheets and reports;
 - create and send e-mail;
 - utilize desktop publishing software for creating flyers, brochures and newsletters;
 - perform secretarial work with speed and accuracy;
 - type at a speed of 50 wpm from clear copy;
 - use a calculator, copier, printer, fax machine and laminator.
- ▶ **Knowledge of:**
 - computers, electronic mail systems, networks, and modems;
 - correct English usage, spelling, grammar and punctuation;
 - Tulare County Office of Education policies and procedures;
 - induction programs;
 - the use of various types of office equipment;
 - business math;
 - office procedures and records management.
- ▶ **Ability to:**
 - learn new regulations and procedures;
 - follow and/or give complex directions in order to have a task completed;
 - organize and maintain files, records and other documentation;
 - perform secretarial work with speed and accuracy;
 - work independently;
 - use a computer for word processing and to create databases, spreadsheets, e-mail, flyers and newsletters;
 - communicate effectively, orally, and in writing;
 - maintain cooperative relationships with those contacted in the course of work;
 - organize meetings and training sessions;
 - work with multiple sets of data.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking and 5% standing. The job is performed under minimal temperature variations,

Experience Required:

- ▶ Job related experience is required.

Education Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements.

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

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Typing certificate verifying 50 words per minute from clear copy.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-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.