

**Job Summary:**

The job of Intern Program Coordinator/Recruiter is done for the purpose/s of recruiting, assisting in the coordination of, and supporting the admissions and student service requirements of the IMPACT Intern Program and other special projects related to the recruitment and support of novice teachers under the direction of the Director of the Intern Program, and providing administrative support where appropriate including, but not limited to, record keeping, report writing, teaching and community relations.

**Essential Functions:**

- ▶ Analyzes Professional Induction Portfolios for the purpose of determining their match with the IMPACT Intern Program.
- ▶ Assists the Director with analysis of transcripts for the purpose of determining participant eligibility and requirements.
- ▶ Assists the 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 Intern components of the state requirements of the Standards of Quality and Effectiveness for a Professional Teacher Intern Program for the purpose of state credentialing of the IMPACT Intern Program.
- ▶ 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 alternative credentialing requirements.
- ▶ Maintains accurate records and reports for the purpose of ensuring that 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.
- ▶ Presents to recent graduates, career changers, and paraprofessionals for the purpose of attracting Intern candidates into the program.
- ▶ Produces program materials for the purpose of providing participants with the necessary information and/or resources for program completion.
- ▶ Recruits Intern candidates for the purpose of providing a qualified pool of candidates.
- ▶ 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.
- ▶ Teaches evening classes for the purpose of providing course work leading to a Preliminary Teaching Credential.

**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 Intern 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 Intern Standards;
  - organize and conduct credential course work;
  - assist site administrators in the selection and monitoring of experienced Practicum Supervisors to ensure quality and consistency in the support and assessment of Intern 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 Intern teachers, Practicum Supervisors, and site administrators;
  - support a communication plan to disseminate IMPACT Intern program information and provide feedback among participants;
  - assist in conducting periodic program evaluation;
  - maintain liaisons with, and participate in, San Joaquin COE IMPACT Intern 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;
  - travel frequently within the region and out-of state;
  - work a flexible schedule including evenings and weekends.

Responsibilities include: working under direct supervision using standardized procedures; 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 require 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. 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.

**Education Required:**

- ▶ Bachelor's degree required.
- ▶ Masters degree in job-related area preferred.

**Certificates, Licenses, 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

June 2006

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.