

**Job Summary:**

The position of The California Center on Teaching Careers (CCTC) Program Manager is created for the purpose/s of recruitment, coordination, and supervision of all **school counselor** residency program and staff in the unit of residency programs along with other special projects related to the recruitment and support of novice school counselors, school administrators, districts, and county offices under the direction of the Executive Director and County Superintendent of Schools; including, but not limited to, record/budget keeping, data analysis, report writing, support and evaluation of staff, teaching, and community relations.

**Essential Functions:**

- Assists Executive Director in the implementation of recruitment plans for the California Center on Teaching Careers for the purpose of seeking, screening, referring, and supporting potential new school counselor residents;
- Coordinates statewide recruitment activities and projects for the purpose of collaborating with various state and federal organizations to address recruitment, preparation, support, and placement of school counselor residents;
- Assists in coordinating activities designed to enhance residency program including, but not limited to, meetings, short and long-term projects, committees, special events, and a variety of special projects;
- Acts as liaison between residency partners, stakeholders, leadership, faculty, counselors, and staff to ensure program alignment, promote programs, functions, activities, goals, and objectives;
- Collaborates with university faculty and California Association for School Counselors (CASC) to design, review, and deliver curricula, state standards, and professional learning;
- Provides direct support in professional development and training to school counselor residency program, residents, school district counselor leads, school district administrators, university faculty, and other education organization members;
- Collaborates with the statewide residency technical assistance center, California Commission on Teaching Credentialing, California Department of Education, The Lab, CSU Chancellor's Office, and other statewide organizations;
- Assists the Executive Director for the purpose of seeking new state and federal funding and grant writing;
- Oversees appropriate processes for determining participant eligibility and requirements;
- Oversees the design of and conducts program evaluation for the purpose of ongoing improvement, adhering to program standards, and fulfilling state and federal reporting requirements;
- Oversees the development and implementation of all program components of the state credentialing requirements for the purpose of state credentialing;
- Manages goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations;
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program, credentialing, and accreditation requirements;
- Collaborates and communicates 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;
- Monitors/Reviews service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance, to assess students' progress, and to ensure the continuity of services;
- Trains/ Evaluates employees to assist staff in setting personal objectives and goals and to evaluate job performance
- Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies;
- Oversees the maintenance of accurate records and reports for the purpose of ensuring that participants complete eligibility requirements;
- Oversees the planning and provision of diverse professional development for the purpose of training participants and faculty as required by the program standards;
- Presents to appropriate groups for the purpose of attracting candidates into the program;

**Responsibilities include:** Working under limited supervision following standardized practices and/or methods; directing other persons; and monitoring budget expenditures. Utilization of significant resources from other work unites is routinely required to perform the job's functions. There is some opportunity to significantly impact the

physical demands; occasionally lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or standing. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Skills:**

- Communicate effectively, verbally, and in written form in 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 a computer and utilize a variety of applicable software;

**Knowledge of:**

- California Standards for the School Counseling Profession;
- Program Standards of Quality and Effectiveness for Professional Teacher Residency Programs;
- Adult learning theory;
- Curriculum development 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;
- Pupil Personnel Services Credentialing requirements;
- California Commission on Teacher Credentialing (CCTC) credential procedures (desirable);

**Ability to:**

- Maintain a professional support program that enables candidates to acquire skills and knowledge contained in the School Counselor Expectations;
- Oversee the organization, delivery, and monitoring of appropriate credential course work and professional development training and support for candidates, faculty, and staff;
- Monitor all credential completion requirements per (CCTC) regulations;
- Coordinate fiscal and budgetary matters for the unit;
- Coordinate partnerships with districts, county offices of education, and other education agencies, including Agency Agreements and MOUs;
- Oversee the process of assisting/guiding districts and site administrators in the selection, monitoring, and training of experienced mentors to ensure quality and consistency in the support and assessment of Resident Teachers;
- Oversee and support a communication plan to disseminate the school counselor residency programs;

**Experience Required:**

- Experience with adult learning and delivering instruction at a school district, county office of education, and/or institution of higher education;
- Experience with state and federal grants;
- Primary and secondary school settings as a counselor;
- Experience with school counselor preparation program is highly desired;

**Education Required:**

- Master's degree, required;
- Valid California Teaching or Pupil Personnel Services Credential, required;
- Valid California Administrative Credential, preferred;

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire);
- Must possess an automobile for travel on the job;
- Bilingual skills in speaking, reading, and writing English and Castilian Spanish fluently is preferred;

**FLSA Status:** Non-Exempt

February 2024

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.