

**JOB DESCRIPTION**

**Job Title:** Program Manager, New Teacher & Leadership Development (9949)

**Job Summary:**

Under the direction of the Assistant Superintendent, the Program Manager is responsible for creating innovative preparation programs that ensure novice teachers and/or administrators are dedicated and well-equipped to support California's diverse learner population and that programs are in alignment with CTC's Common Standards, Program Standards, and the accreditation cycle. This position will also be responsible for calibrating and collaborating with the California Commission on Teacher Credentialing (CTC), management and staff from California's county offices, and district partners to design, organize, administer, and monitor New Teacher & Leadership Development (NTLD) credentialing programs: Preservice, Education Specialist, Multiple Subject, Single Subject, Career Technical Education, Teacher Induction, Preliminary Administrative, and/or Clear Administrative Programs.

**Essential Duties:**

- Design program structure, content, processes, and materials in alignment with current research, the programs' CTC requirements, and the candidates' standards/competencies (e.g. TPE, CSTP, CAPE, CPSEL, CTE) to facilitate candidates' successful completion of program requirements and state-mandated assessments.
- Organize and supervise program operations.
- Administer program content, policies, and procedures aligned to NTLD and program-specific mission and vision statements and in accordance with CTC requirements.
- Assist Assistant Superintendent with oversight and communication with CTC as a unit head, as needed.
- Recruit, hire, onboard, train, direct, monitor, and/or evaluate the performance of program staff, which includes NTLD support staff, instructors, site mentors, supervisors, and coaches.
- Monitor program implementation and candidate progress/
- Verify candidates have met pre-requisite requirements and are eligible for program enrollment.
- Monitor the credential recommendation process in collaboration with TCOE's credential department to ensure candidates have met all requirements.
- Maintain accurate records to support completion of mandated state and federal reports.
- Assist Assistant Superintendent with overseeing the unit and program-specific alignment to CTC's Common Standards, Program Standards, and Preconditions to measure and ensure: continuous improvement through data collection and analysis; high-quality course of study founded on research-based practices; integration of professional development and coursework with clinical practice experiences; candidate recruitment and retention; and program impact.
- Assist Assistant Superintendent with communicating and collaborating with other programs, IHEs, and stakeholders to develop alternative resources.
- Establish and oversee unit and program-specific advisory boards to ensure stakeholder input.
- Recruit, plan, organize, and oversee implementation of satellite programs.
- Assist with overseeing districts and county offices of education agency agreements and MOUs.
- Propose, draft, and oversee annual unit and program-specific budgets, tuition/fee schedules, and program purchases.
- Explore and consult with Assistant Superintendent regarding grant funding opportunities.
- Participate on TCOE committees, branch meetings, and leadership team meetings.
- Collaborate with Assistant Superintendent and other NTLD management staff to plan, administer, monitor, align, and communicate unit and program goals.
- Serve as a liaison between the program(s) and site administrators, district leadership, and human resources to: plan and facilitate meetings with internal and external program stakeholders; improve program outcomes; coordinate services; communicate roles and responsibilities of district partnerships; identify eligible candidates; clarify program completion requirements; and determine partnership eligibility of districts/charter schools.
- Plan, schedule, coordinate, and facilitate program-specific orientations and trainings specific to the roles and responsibilities of instructors, supervisors/coaches, site mentors.
- Oversee the process of assisting districts and site administrators in the selection, monitoring, training, and evaluating of experienced mentors.
- Monitor candidates' active engagement and adequate progress towards completion of program requirements; decide when candidates knowledge, skills, and/or dispositions require additional supports; and determine when candidates must be counseled out of the program.
- Support faculty and staff for the purpose of adherence to agency employment policies.
- Perform other related duties as assigned.

**Responsibilities:** working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact 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 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills to:**

- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
- understand, interpret and apply laws, rules, and regulations;
- collect, interpret, and evaluate narrative and statistical data pertaining to administrative and fiscal management;
- communicate effectively verbally and in writing using appropriate English spelling, grammar, syntax, and punctuation;
- prepare and analyze reports, statements, and correspondence;
- develop curriculum, coursework, projects, activities, and instructional strategies, that are research-based and in alignment with teaching diverse student populations (e.g. English Language Learners and special needs students);
- independently problem-solve and intervene effectively when needed;
- operate a computer and utilize a variety of applicable programs.

**Knowledge of:**

- modern principles and practices of educational program administration;
- organizational and management practices as applied to analysis and evaluation of county programs, policies, organization structure and operation needs;
- candidate competencies: Teaching Performance Expectations (TPEs), Career Technical Education Competency Standards, California Standards for the Teaching Profession (CSTPs), California Administrator Performance Expectations (CAPEs), California Professional Standards Educational for Leaders (CPSELs);
- TCOE's Mission Statement, Core Values, Equity Foundations, and research-based practices that support diversity, equity, and inclusion in educator preparation programs;
- CTC Accreditation requirements and processes; General Institutional and Program-Specific Preconditions, Common Standards, and Program-specific Standards;
- California Content Standards, K-12 Frameworks, and CA Dyslexia Guidelines;
- principles, practices, methods, and strategies applicable to observation protocol, innovative instruction, curriculum, and andragogy;
- integrated technologies and web-based platforms;
- Federal and state laws, codes, regulations, and requirements pertaining to areas of assigned responsibility;
- principles of personnel administration, coaching, supervision, and training.

**Ability to:**

- plan, organize, and direct educational programs;
- establish and maintain effective working relationships with those contacted in the course of work;
- perform job duties concurrently and independently based on oral and/or written directions;
- effectively interact and communicate orally and in writing with candidates, cohorts, and internal and external stakeholders;
- work occasional evenings, weekends and flexible hours;
- demonstrate a disposition consistent with the mission and vision of NTLD;
- implement County Superintendent policies, procedures, rules, and regulations;
- complete assigned responsibilities and duties in a timely and efficient manner by meeting schedules and timelines;
- maintain confidentiality in all professional relationships;
- exemplify a professional growth mindset;
- travel within the region and out of state for trainings, meetings, and other program requirements.

**Experience Required:**

- Five years of successful teaching experience;
- Two years of experience in a supervisory role.
- Experience coordinating or facilitating a variety of professional development opportunities.

**Education Required:**

- Master's degree in education or related field is preferred.
- Valid California Teaching Credential OR a Pupil Personnel Services Credential, required.
- Valid California Administrative Services Credential.

**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.

**FLSA Status:** Exempt

April 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.