

**JOB DESCRIPTION**

**Job Title:** Program Manager, Special Education Residency Program (9961)

**Job Summary:**

Under direction of the program director and/or designee, oversee all components of the special education teacher residency program, coordinate recruitment, and provide support for novice teachers, school administrators, districts, and county offices for the California Center on Teacher Careers (CCTC). This position will also be responsible for coordinating special projects, record/budget keeping, data analysis, report writing, support and evaluation of staff, teaching, and community relations.

**Essential Duties:**

- Oversee appropriate processes for determining program participant eligibility and requirements.
- Conduct program evaluation and make recommended improvements to ensure adherence to program standards and state and federal reporting requirements.
- Oversee the development and implementation of all program components of the state credentialing requirements.
- Manage goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations.
- Collaborate and communicate with programs, IHE's, and other stakeholders to develop alternative resources, review program effectiveness, and maintain relationships between all stakeholders.
- Develop and implement processes and documentation to determine participant eligibility, review requirements, and monitor progress.
- Monitor and review service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance.
- Recruit, hire, onboard, train, direct, monitor, and/or evaluate the performance of program staff, which includes support staff, instructors, site mentors, supervisors, and coaches.
- Communicate with participants, districts, and regional and state liaisons to maintain a clear understanding of program requirements and state policies.
- Maintain accurate records to support completion of mandated state and federal reports.
- Develop, plan, coordinate, and implement diverse professional development to train program participants and faculty as outlined in program standards.
- 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.
- Coordinate recruitment activities and conduct presentations to applicable groups in an effort to attract candidates into the program.
- Attend local, regional, and state meetings and conferences to remain current on program, credentialing, and accreditation requirements.
- Perform other related duties as assigned.

**Responsibilities include:** following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership with conducting professional development to support building the capacity of teachers and support staff. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional 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.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- provide effective coaching/mentoring and guidance to educators;
- build rapport and develop trusting relationships with all stakeholders;
- coordinate, and deliver appropriate professional development based on needs;
- conduct meetings with school administrators, university faculty, county office of education administrators, and other statewide stakeholders;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and assigned software programs.

**Knowledge of:**

- California Special Education Laws, Regulations and Policies;
- California Standards for the Teaching Profession and Teacher Performance Expectations;
- California Reading Instruction Competence Assessment (RICA) Requirements;
- California Commission on Teacher Credentialing (CCTC) credential procedures;
- program Standards of Quality and Effectiveness for Professional Teacher Residency Programs;
- induction Standards and Requirements;
- adult learning theory;
- curriculum development and assessment;
- effective professional development models and strategies;
- planning, coordinating, and facilitating collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
- observing and evaluating student teachers, teacher residents, and/or credentialed teachers;
- effective use of time and resources to accomplish project objectives;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- maintain a professional support program that enables candidates to acquire skills and knowledge contained in the Teacher Performance Expectations;
- 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 and support a communication plan to disseminate the teacher residency programs;
- work cooperatively and collaboratively with administration, teachers, and support staff;
- train and coach program stakeholders, employees and other adults;
- coordinate and conduct large group recreational activities and county-wide events;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

**Experience Required:**

- Seven (7) years of experience in a special education teaching position.
- Minimum of two (2) years supervising special education programs at a district, county office of education, or institution of higher education is required.
- Experience as an administrator at school site, school district, county office of education, or institution of higher education is preferred.

**Education Required:**

- Master's degree required.
- Valid California Special Education Teaching Credential.
- Valid California Administrative Credential.

**Other Requirements:**

- Valid CPR and first aid certifications.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Bilingual with speaking, reading, and writing in Spanish is preferred.

**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.