

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director II, Beginning Teacher Support and Assessment (BTSA)

DEFINITION

Under general direction, plans organizes and manages the professional development and assessment program for the Beginning Teacher Support and Assessment (BTSA) program; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, and manages the ongoing operations of the Sacramento County Consortium for BTSA and coordinates with district, county, and/or regional agencies as needed to implement program requirements; establishes and maintains necessary training sessions for program participants; maintains communication plans to disseminate information and provide feedback for program participants; coordinates the design and management of assessment and program evaluation as specified; coordinates contracts with grantors; maintains accurate records, completes required reports and administers budgets; fulfills the responsibilities of executive officer of advisory boards as required; participates in state directors meetings and professional networks as required; assists in the development of assessment instruments as needed; establishes and maintains liaisons with universities, school districts, county service agencies, state agencies, and other partners; selects, trains, supervises and evaluates the performance of clerical/technical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree in education or related field, and a valid California administrative credential; progressively responsible experience providing teacher education training and professional development programs at the K-12 and/or university level; successful administrative experience in the design and administration of a professional development and assessment program for beginning teachers; experience working in a county office of education is preferred and possession of a Master's degree in education is desirable.

Knowledge, Skills, and Abilities

Knowledge of instructional support services; effective models of teacher education from pre-service through induction and continuing professional development; assessment and evaluation strategies for teachers and programs; goals, requirements, and guidelines of the state of California's Beginning Teachers Support and Assessment Program; budget preparation and control; skill and ability to plan, implement, assess, and evaluate a Beginning Teacher Support and Assessment Program; develop and write grants and contracts; develop program goals, set priorities, monitor expenditures; and evaluate projects/programs; select, train, and supervise staff; communicate effectively in developing and maintaining positive working relationships with administrators, teachers, and university faculty.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Approved 7/98