

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Teacher Induction**

### **DEFINITION**

Under general direction provides coordination and support in the implementation, delivery and operation of the teacher induction program; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Classified and certificated 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, coordinates, and manages ongoing operations of the Sacramento County consortium for teacher induction including professional development, training, and technical assistance for participants, staff and program partners; coordinates and oversees program events, activities and operations related to teacher induction; assists in the creation of professional development materials; facilitates, supports, and oversees delivery of professional development; monitors program implementation and ensures requirements are met within established budget and timelines; maintains effective communication system with program partners; coordinates and facilitates planning meetings; assesses and evaluates work of program participants; monitors the progress of candidates toward completion; maintains accurate records and completes reports; utilizes technology to enhance and support the program; establishes and maintains liaisons with universities, districts, counties, state department of education and other related agencies; selects, trains, manages and evaluates the work of assigned program staff and contractors.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of valid California teaching credential based on a bachelor's degree and student teaching required; administrative services credential and Master's degree in education or related field desired; successful experience teaching, providing teacher education training and professional development programs at the K-12 and/or university level.

#### **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 California's teacher induction program; integration and use of technology in the delivery of instruction; techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures; standard software applications.

#### **Skill and Ability to:**

Plan, implement, assess and evaluate programs; communicate effectively in both oral and written form; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; effectively transmit knowledge and skill to others; plan, develop, and conduct meetings, trainings and professional development; organize and prioritize work; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train, supervise and evaluate staff; maintain positive working relationships; use standard software applications; learn new technology and adapt to changes.

#### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally with mileage reimbursed.

November 2016