

Sacramento County Office of Education Job Description
Classification Title: Director,
Beginning Teacher Support and Assessment (BTSA) Induction

DEFINITION

Under general direction, plans, develops, coordinates and maintains the professional development and assessment program for Teacher Induction, Beginning Teacher Support and Assessment (BTSA) program; serves as a member of the School of Education Leadership team, supporting the divisions of Teaching and Leading; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

School of Education Executive Director

SUPERVISION OVER

Professional, clerical and technical 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, coordinates, and maintains the ongoing operations of the Sacramento County Consortium for BTSA Teacher Induction; coordinates with district, county and/or regional agencies as needed to implement program requirements; assists district coordinators in the selection, supervision and evaluation of support providers and trainers to insure consortium-wide quality and consistency; establishes and maintains the Formative Assessment for California Teachers (FACT); formulates and implements a communication plan to disseminate information to and from program participants; coordinates the development and management of assessment instruments and program evaluation; monitors budgets and expenditures; coordinates training sessions for program participants; maintains accurate records and completes reports; establishes and maintains liaisons with universities, districts, and county, state and other related agencies; selects, trains, supervises and evaluates staff as assigned; as a member of the School of Education Leadership Team, provides input and participates in program development and delivery for preliminary educator training and administrative programs; represents the School of Education at regional and statewide meetings as needed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree in education or related field, valid California administrative credential and successful administrative experience required; demonstrated success in the design, delivery administration, assessment and evaluation of educator training or professional development program at the K-12 and/or university level desirable.

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 Induction program; techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures.

Skill and Ability to:

Plan, implement, assess and evaluate programs; communicate effectively in both oral and written forms; effectively transmit knowledge and skill to others; skills in professional development and presentation; plan, develop, and conduct meetings and training programs; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train and supervise staff; work cooperatively and effectively with individuals and groups; maintain positive working

relationships with administrators, teachers and university faculty.

Other Characteristics

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

10/15/2014