

**Job Title:      COORDINATOR OF TEACHER INDUCTION PROGRAM**

**Definition:**

Under the general supervision/direction of the Director of Curriculum & Instruction, the coordinator will oversee and work closely with and support Induction Mentor teachers; Induction Candidates; Intern, PIP and STSP (ISP) mentors; ISP Candidates, administrators, and other staff to assure alignment of the Teacher Induction programs to assure that all areas of compliance are met.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates and supervises the PAR and Teacher Induction programs which support district educational objectives and teacher credentialing.
2. Develop and manage a comprehensive professional development program which is consistent with the California Standards for the Teaching Profession and California Professional Credential Requirements.
3. Develop agendas and facilitate regular Induction Trainings and workshops.
4. Coordinate and assign Induction Mentor teachers; Candidates; Intern, PIP and STSP (ISP) mentors; and ISP Candidates.
5. Establish a communication system to ensure all stakeholders receive timely notifications and information regarding program and activities.
6. Remain current State of California and Commission on Teacher Credentials policies and program requirements.
7. Implement a system of accountability, using measurable data that will continually monitor the program's effectiveness.
8. Participate in County, Divisions and State trainings to remain current in the program.
9. Model Best practices and organizational values that reflect equity and excellence.
10. Perform other related duties as assigned.
11. Prepare and present reports to the District and its leadership.
12. Provide evaluation of the Induction program
13. Coordinate with the California Commission on Teacher Credentialing to ensure the program meets state standards and policies.
14. Coordinate with the California Commission on Teacher Credentialing to ensure the program retains its credentialed status.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- UTK-8 curriculum and its implementation
- California Standards for the Teaching profession (CSTP), California State Standards, Smarter Balances and CAASSP Assessment, and California Curriculum Frameworks
- Adult Learning Theory and effective professional learning practices
- Interpersonal skills using leadership, tact, patience and courtesy

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**Skill and Ability to:**

- Communicate both orally and in writing
- Maintain professional confidentiality
- Establish a structure for strong mentor-mentee partnerships in district programs
- Work harmoniously with school community, District personnel, supervisors, departments, parents and students
- Provide leadership in coordination of curriculum and instructional program needs assessment
- Understand and follow oral and written instructions
- Produce written reports
- Maintain accurate records
- Communicate effectively, both orally and in writing

**Training and Experience:**

- MA/MS Degree
- Preliminary or clear administrative credential preferred or obtained within three years of being hired into the position
- Five (5) years of classroom experience
- Significant experience in working with groups of educators

**Desired Qualifications:**

- BLCAD or current English Learner Authorization (Spanish)

**Physical Requirements and Working Conditions:**

- Valid California driver's license and vehicle to use during work.
- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subjected to inside and outside environmental conditions.
- Required to work at computer terminal for prolonged periods
- May be required to take and pass a physical examination.
- May be required to attend periodic evening and weekend meetings and travel within and out of the district boundaries to attend meetings or conferences.
- May be required to work evenings and weekends.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping			
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		