

**SAN MATEO COUNTY OFFICE OF EDUCATION  
ADMINISTRATOR, TEACHER AND ADMINISTRATOR DEVELOPMENT**

**JOB SUMMARY:**

Under the direction of the Associate Superintendent, Human Resources and Teacher and Administrator Development, develop, continuously improve, and sustain four California Commission on Teacher Credentialing CCTC accredited credential programs (Teacher Induction, General Education; Teacher Induction, Special Education; Preliminary Administrative Services Credential; Clear Administrative Services Credential). All programs must adhere to the program standards and common standards as outlined by the Commission on Teacher Credentialing. Develop, seek funding and staff additional credential programs to serve the needs of San Mateo County educators.

**REQUIRED QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education or related field
- Five or more years of teaching experience at the K-12 level
- Five or more years as a site administrator, including experience as a Principal

**LICENSES & OTHER REQUIREMENTS:**

Valid Clear Administrative Services Credential

**ESSENTIAL DUTIES:**

- Director of CTC accredited credential programs:
  - Teacher Induction (General Education and Support Provider) programs
  - Teacher Induction (Education Specialist and Support Provider) programs
  - Preliminary Administrative Services Credential Program
  - Clear Administrative Services Program
- Directly supervise a team of managers and administrative assistants;
- Serve as regional representative to CISC (Curriculum and Instruction Steering Committee) Statewide Teacher Development Sub-Committee;
- Implement and Monitor data collection, reporting and compliance with all Commission on Teacher Credentialing and Commission on Accreditation requirements for credential programs;
- Design and deliver program content via in person and online courses for administrative credential programs (design content, instruct, assess and provide feedback to program participants);
- Coach site or district administrators and advise aspiring administrators;
- Lead the use and development of a suite of online learning offerings via Canvas, online learning platform. Provide course set-up and technical support to all programs at SMCOE using Canvas (online learning platform);
- Support individual coordinators with related program offerings (individual administrator coaching, teacher leadership series, and other professional learning and consultations);
- Support fully a commitment to equity-centered schools and classrooms, through the promotion of effective practices demonstrated to eliminate the opportunity and achievement

gap for students (students of color, English Language Learners, students in low socio-economic status, students with disabilities, etc.);

- Develop and monitor a budget for all programs, and follow all of the prescribed fiscal procedures established by the San Mateo County Office of Education;
- Establish systems for ongoing monitoring of program content, feedback from participants and monitoring of program data;
- Prepare all data submissions to the California Commission on Teacher Credentialing on behalf of all accredited programs;
- Seek new opportunities, including funding, to develop additional CCTC credential programs to serve the needs of San Mateo County educators;
- Attend all regional and statewide meetings related to the teacher induction and administrative credential programs;
- Select, train, supervise and evaluate assigned staff;
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Professional Standards for Teachers and Administrators and CCTC Program Standards;
- Elements of an effective teacher induction program, preliminary administrative credential program and administrator clear credential program;
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence;
- Principles and practices of project management, including planning, evaluation, timelines and budget;
- Available local, regional and state resources, and applicable State laws and requirements.

#### **SKILLS AND ABILITY TO:**

- Prepare and deliver effective professional development;
- Inspire and mobilize others; lead by example; work as part of a team;
- Communicate effectively both orally and in writing;
- Effectively manage a large project with multiple partners;
- Prepare and present a variety of reports and materials using appropriate technology;
- Facilitate groups in planning, problem solving and decision-making;
- Build and maintain collaborative relationships with diverse individuals and groups;
- Strategically align programs and coordinate within SMCOE to leverage programs for teachers and administrators.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Indoor office environment
- Driving a vehicle to conduct work

#### **PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.