

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, TEACHER INDUCTION – EDUCATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Administrator, Teacher and Administrator Development (TAD), coordinates and leads a program for beginning teachers earning a clear education specialist credential in the Teacher Induction program (teacher induction is a professional support and assessment program that enables each participating teacher to acquire skills, abilities and knowledge as outlined in the California Standards for the Teaching Profession and the Teacher Induction program standards). Responsible for development of content, designing and delivering professional learning sessions, and monitoring completion of state credential requirements for education specialists. Works in coordination with two other Coordinators for Teacher Induction to develop the program in response to California Commission on Teacher Credentialing program standards and in response to identified program needs. Responsible for individual coaching of teachers, staying abreast of special education practices, policies and legal requirements. Provides related professional learning and support connected to Universal Design for Learning, inclusive teaching practices and co-teaching.

REQUIRED QUALIFICATIONS:

- Master's degree in Special Education or related field, or equivalent from an accredited college or university
- Valid Clear Education Specialist Credential
- Five or more years of teaching experience at the K-12 level in special education settings
- Current knowledge of special education laws, practices and policies
- Administrative Services Credential (Preliminary or Clear), or enrollment in a preliminary administrative services credential program
- Valid California Driver's license

DESIRED QUALIFICATION:

- Experience working with teachers and administrators in teacher induction programs or coaching program
- Experience designing and delivering contemporary professional development for adult learners in general and special education, preK-12
- Experience with; co-teaching, inclusion, universal design for learning (UDL), familiarity with content, and practices in these areas.

ESSENTIAL DUTIES:

- Assist in the implementation of the San Mateo County Teacher Induction Project with all teachers and support providers and lead the component related to Education Specialists;
- Design, implement and evaluate professional development for support providers and participating teachers, providing the perspective of supporting inclusive practices and best practices/legal guidelines in special education;
- Design and utilize the online learning management system to run courses, monitor submissions and provide feedback across induction programs;
- Assist participating teachers, advisors and district liaisons with induction and credentialing requirements;
- Coach beginning teachers in our programs;
- Convene work groups to address program design issues;

- Respond flexibly to needs to support teachers in unique placements and convene professional communities of practice related to special education, as arises;
- Attend regional and state Teacher Induction meetings and other required training;
- Teach during evening or weekend courses for Teacher Induction program;
- Provide consultancy services to districts related to inclusive practices, co-teaching and Universal Design for Learning (UDL);
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Standards for the Teaching Profession and CTC Teacher Induction program standards;
- Elements of an effective teacher induction program;
- Elements of an equity-centered classroom;
- Elements of an equity-centered coaching program;
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence;
- California's Common Core State Standards, NGSS and state testing and accountability requirements;
- Available local, regional and state resources, and applicable State laws and requirements in special education;
- Research, laws and best practices to support students with disabilities, English language learners and students in pre-K -12 settings.

ABILITY TO:

- Prepare and deliver effective, contemporary and high quality professional development;
- Work as part of a team;
- Communicate effectively both orally and in writing;
- Coach, mentor and support Ed Specialist Induction Teachers and provide consultation and support to support providers;
- 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;
- Effectively manage multiple projects and deadlines simultaneously;
- Effectively maintain accurate program records;
- Ability to work effectively in a team environment with staff members and managers;
- Ability to work in a team across multiple programs and initiatives.

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to view a computer monitor and read a variety of materials
- Sitting or standing for extended periods of time