

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, TEACHER INDUCTION & LEADERSHIP SERVICES

BASIC FUNCTION:

Under the direction of the Executive Director, Teacher and Administrator Development (TAD), the Coordinator works closely with all Teacher and Administrator Development (TAD) programs: Teacher Induction, Teacher Leadership, Preliminary and Clear Administrative Services Credential Programs. Leads a program for mentors 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). Works closely and in coordination with two other Coordinators for Teacher Induction to develop new content and strategies in response to California Commission on Teacher Credentialing program standards and in response to identified program needs. Responsible for designing and delivering preliminary administrative credential classes and mentor curriculum and program in induction. Collaborates with Coordinator to co-developing and implementing the Teacher Leadership series. Responsible for management of mentors in the Teacher Induction Program and individual coaching of teachers and administrators.

REQUIRED QUALIFICATIONS:

- Master's degree or equivalent from an accredited college or university
- Three or more years of experience as an administrator (principal experience preferred)
- Five or more years of teaching experience at the K-12 level
- Clear Administrative Services Credential
- Valid Driver's license

DESIRED QUALIFICATION:

- Experience working with teachers and administrators in teacher induction programs or coaching programs
- Experience designing contemporary courses for adult learners (teachers and administrators) and delivering content in professional learning sessions

ESSENTIAL DUTIES:

- Assist in the implementation of the San Mateo County Teacher Induction Project and lead the component related to mentors and mentoring in Teacher Induction;
- Continue the development and implementation of the Teacher Leadership Series;
- Design, implement and evaluate professional development for mentors and participating teachers, aspiring and current administrators;
- Design, instruct and evaluate courses for Preliminary Administrative Services Credential program;
- Design and utilize the online learning management system to run courses, monitor submissions and provide feedback across induction and administrator programs;
- Plan, coordinate, develop, and facilitate a program of support for new and veteran mentors;
- Assist participating teachers, advisors and district liaisons with induction and credentialing requirements;
- Coach beginning teachers and/or site and district administrators in our programs;
- Convene work groups to address program design issues;
- Attend regional and state Teacher Induction meetings and other required training;

- Teach evening courses and occasional Saturday for Teacher Induction and Preliminary Administrative Services Credential program;
- Support fully a commitment to equity-centered schools and classrooms, through promotion of effective practices demonstrated to eliminate the opportunity gap for students (students of color, English learners, students in low socio-economic status, students with disabilities, etc.);
- Collaborate consistently with team members and colleagues across the San Mateo County Office of Education;
- Select, train, supervise and evaluate assigned staff;
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Standards for the Teaching Profession, California Administrator Performance Expectations, and California Professional Standards for Educational Leaders;
- CTC Teacher Induction program standards;
- Elements of an effective teacher induction program;
- Elements of an equity-centered coaching program;
- Elements of an equity-centered school and classroom;
- 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;
- Research, laws and best practices to support students with disabilities, English learners and students in pre-K -12 settings.

ABILITY TO:

- Prepare and deliver effective, contemporary and high quality professional development;
- Communicate effectively both orally and in writing;
- Mentor teachers, mentors and site administrators;
- 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;
- Ability to work effectively in a team environment with staff members and managers;
- Ability to work in a team across multiple programs and initiatives.
- Effectively manage multiple projects and deadlines simultaneously;

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work
- Combination of virtual and in-person gatherings for programs

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