

STOCKTON UNIFIED SCHOOL DISTRICT

MANAGER-TEACHER INDUCTION

DEFINITION

Provide leadership and coordination in the development and implementation of a district-wide professional development plan for SUSD teacher induction program candidates, mentors, administrators and other support staff; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Executive Director of Curriculum and Professional Development and exercises direction over assigned certificated and classified staff.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)

- Work with district and department staff to develop and implement the district’s teacher induction program including professional development for teachers to complete CTC requirements for the California clear credential. (E)
- Work with district and department staff to develop and implement the district’s the teacher induction program Including professional development for induction mentors, candidates, site support teachers and new/beginning teachers. (E)
- Work with site administrators and leadership teams to develop district and site-based professional development programs and opportunities that support the implementation of the district’s teacher induction program. (E)
- Work with the other instructional departments to provide professional development for teacher induction program participants and new/beginning teachers. (E)
- Monitor candidate and mentor induction program requirements; advise participants’ regarding progress toward completing induction program requirements. (E)
- Verify candidates’ completion of program requirements and submit recommendations for the clear credential to the Commission on Teacher Credentialing (CTC). (E)
- Chair bi-monthly meetings of the SUSD Teacher Induction Program Leadership Team. (E)
- Chair the annual meeting of the district’s SUSD Teacher Induction Advisory Counsel. (E)
- Participate in regional Institutes of Higher Learning (IHE) collaboration meetings. (E)
- Facilitate all levels of support specific to teachers needs on the Learning to Teach Continuum (student teachers, STSP’s, PIP’s, interns, and induction candidates). (E)
- Attend regional, state and CTC sponsored induction meetings. (E)
- Prepare annual budget and state reports as required. (E)
- Coordinate and complete CTC required accreditation activities according to specified timelines. (E)
- Evaluate program services and plan programmatic changes based on internal and external evaluation data. (E)
- Train, supervise, direct and evaluate assigned certificated and classified staff members. (E)
- Prepare annual budget and state reports as required. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- California Curriculum Frameworks, standards, visionary documents and other reform initiatives
- Research, theory and practices that address the instructional needs of TK-12 educators in an inner city urban school district
- Standards of Quality and Effectiveness for Teacher Induction Programs
- Professional development research, theory and practice
- Administrative principles and practices

- California Standards for the Teaching Profession (CSTP)
- California accreditation requirements for educator preparation programs.

Ability to:

- Communicate effectively orally and in writing including making public presentations
- Administer and manage the daily operations of district level projects
- Conduct professional development sessions for teachers, administrators and support staff
- Work effectively with others to develop and implement department plans and programs
- Understand and work effectively as an administrator in a central services support department
- Have physical capability sufficient to perform job duties

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university
- Any combination of training or experience equivalent to three (3) years of leadership experience in TK-12 professional development of teachers, administrators and support staff in the core curricular areas.
- Experience with supporting new/beginning teachers.
- Instructional coaching experience preferred.

License or Certificate:

- Appropriate teaching credential
- Administrative and/or supervisory credential
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

WORKING CONDITIONS

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit or stand for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 2

12-month work year

Board Approval: 2/13/18

02/26/19 - Title Change from Sr. Program Specialist Teacher Induction to Manager, Teacher Induction

Management re-alignment effective 03/01/19