

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC # 10031

ADMINISTRATOR OF SPECIAL PROJECTS, INDUCTION PROGRAM AND TEACHER SUPPORT

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume responsibility for the implementation, monitoring, and evaluation of the District's Teacher Induction Program in keeping with guidelines established by the District and other governmental agencies. Coordinate and monitor support for teachers/certificated staff new to the District.

SPECIFIC RESPONSIBILITIES

1. Supervise the development and implementation of Teacher Induction and support. *E*
2. Prepare and supervise the budget for Teacher Induction. *E*
3. Conduct site/classroom walkthroughs/visits with site and district administrators and give feedback on performance, including instructional strategies and improvement activities for new teachers/certificated staff. *E*
4. Develop an annual calendar and schedule for Teacher Induction and support meetings, training, seminars, grade/subject alike meetings and workshops. *E*
5. Develop and maintain a communication network between beginning teachers, mentors and other site support providers/assessors, administrators, university staff, and Teacher Induction Advisory Committee. *E*
6. Collaborate with Human Resources to develop mentor teacher job descriptions for site support providers/assessors. *E*
7. Hire, train, and evaluate mentors and other support-providers effectiveness in their role. *E*
8. Create and implement training for site administrators regarding best practices for new teachers, providing feedback, and evaluating new teachers (including on site walkthroughs and coaching). *E*
9. Conduct meetings for mentors and other site support providers/assessors and assure they honor their commitments to the program. *E*
10. Participate in and become proficient and knowledgeable in the presentation content for state and local Teacher Induction training topics. *E*
11. Plan and present, or arrange for presenters to provide, Teacher Induction training, seminars, grade/subject alike meetings and workshops for beginning teachers, mentors and site support providers/assessors. *E*
12. Schedule and conduct Teacher Induction Advisory Committee meetings. *E*
13. Attend local, regional and state Teacher Induction meetings. *E*
14. Maintain records and prepare project data for reports as required by the District or State. *E*
15. Assist in formulating Teacher Induction policies, regulations and procedures. *E*
16. Develop procedures to evaluate the effectiveness of the Induction program and related support activities including support provided by mentors. *E*
17. Recruit and serve as a resource person for mentors and other support providers/assessors. *E*

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18. Match beginning teachers with mentors and other support providers/assessors. *E*
19. Coordinate the work of and support provided by Induction coaches. *E*
20. Assist in the selection, orientation, evaluation and supervision of subordinate personnel. *E*
21. Research the feasibility of implementing a District-based Administrative Induction Program. *E*
22. Establish and maintain cooperative relationships with those contacted during the course of work. *E*
23. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge and understanding of needs and methods to support beginning teachers and site support providers/assessors.
- Knowledge and ability to develop, organize and conduct staff development topics and activities for beginning teachers and site support providers.
- Knowledge and ability to apply sound budgeting principles and practices.
- Knowledge of and ability to apply effective supervisory techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.

Experience

Minimum Requirement:

- Five years of successful and progressive teaching and administrative experience in either public or private education setting.

Desirable Qualification:

- Successful experience in providing staff development programs for beginning and experienced teachers.

Education/Credential

Minimum Requirement:

- Valid California Teaching Credential
- Administrative Credential

Desirable Qualification:

- Master's Degree from an accredited college/university

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REPORTS TO:

Associate Superintendent, Curriculum & Instruction/Professional Development or designee

Cabinet Approved: 2/11/20

Board Approved: