

Job Summary:

The job of BTSA Induction Program Director is done for the purpose/s of providing formative assessment and direct support from exemplary experienced teachers who are trained to promote California Standards for the Teaching Profession to K-12 first and second year beginning teachers, and providing them the means to meet California Induction Standards. Tulare County Office of Education is the lead program sponsor working with forty-five districts, site administrators, and Institutes of Higher Education (IHE) to coordinate and administer program relations and operations, and to provide training in curriculum, instruction, and assessments. The Tulare County BTSA Induction Consortium is a program of the California BTSA network, under joint sponsorship of the California Commission on Teacher Credentialing and the California Department of Education.

Essential Functions:

- ▶ Advises program participants for the purpose of enhancing their understanding of program components and requirements for completion.
- ▶ Analyzes evaluation data and participant professional development for the purpose of improving the program and determining participant placement in the program.
- ▶ Analyzes Induction Portfolios for the purpose of determining their match with California Induction Standards.
- ▶ Analyzes participant credentials for the purpose of determining participant eligibility and requirements.
- ▶ Attends mandated state and local meetings and professional development conferences for the purpose of maintaining knowledge of recent state policies and trends, and to maintain up-to-date knowledge of credentialing issues.
- ▶ Collaborates with local districts and other BTSA Induction programs in the state for the purpose of developing program components to meet the needs of local participants and to share ideas and resources.
- ▶ Collaborates with programs, IHE's, and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- ▶ Communicates with participating districts, sites and teachers for the purpose of clarifying induction and induction requirements.
- ▶ Creates/maintains program budgets for the purpose of adhering to county and state fiscal accountability policies and practices.
- ▶ Designs/conducts program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- ▶ Develops all components of the state requirements of the Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the purpose of maintaining state accreditation of the Tulare County BTSA Induction Consortium.
- ▶ Develops/manages improvement plans, budgets, and program documentation for the purpose of improving the program, managing program resources, and complying with state mandates.
- ▶ Implements all components of the state requirements of the Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the purpose of maintaining state accreditation of the Tulare County BTSA Induction Consortium.
- ▶ Maintains accurate records and reports for the purpose of ensuring that participants complete credential requirements, and ensuring that the program meets the requirements of state program standards.
- ▶ Produces program materials for the purpose of supporting and documenting support of induction candidates.
- ▶ Provides diverse professional development for the purpose of enhancing participant knowledge and skills, and supporting participating teachers' meeting the required induction standards.
- ▶ Supervises staff for the purpose of adhering to agency employment policies and completing work efficiently.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - prioritize jobs, organize data, and manage personnel;
 - operate a computer;
 - utilize a variety of applicable software including a web browser.
- ▶ **Knowledge of:**
 - California Standards for the Teaching Profession;
 - Standards of Quality and Effectiveness for Professional Teacher Induction Programs;
 - learning theory, curriculum, instruction, and assessment;
 - effective professional development models and strategies;
 - how to plan, coordinate and facilitate collaborative relationships, activities and services involving diverse groups of people in accordance with applicable program regulations and requirements;
 - effective use of time and resources to accomplish project objectives;
 - principles and practices of program management, planning budgeting, and evaluation.
- ▶ **Ability to:**
 - develop and maintain a professional support program that enable participants to acquire skills and knowledge contained in the California Standards for the Teaching Professions and meet California Induction Standards;
 - organize and conduct staff development activities;
 - participate with site administrators in the selection and monitoring of experienced Support Providers to ensure quality and consistency in the support and assessment of Participating Teachers;
 - participate in and provide professional development training;
 - use the California Formative Assessment and Support System for Teachers (CFASST) as a basis for services to participating teachers, Support Providers, and site administrators;
 - establish a communication plan to disseminate BTSA Induction program information and provide feedback among participants;
 - design and conduct periodic program evaluation;
 - maintain liaisons with and participate in the statewide BTSA Induction networks and trainings;
 - negotiate and administer contractual and operational agreements in compliance with grant and program requirements;
 - maintain accurate records, complete required reports, and administer the budget;
 - implement applicable codes, laws, and regulations related to the BTSA Induction program;
 - communicate effectively verbally, and in writing.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations,

Experience Required:

- ▶ Job related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ Masters degree in job-related area.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance;
- ▶ Valid California Teaching Credential(s);
- ▶ Valid California Administrative or Supervisory Credential; or be enrolled in a program working toward a credential.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

November 2005

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.