

Job Summary:

The job of Program Manager II-New Teacher Development/Recruitment was established for the purpose/s of increasing the number of credentialed teachers in high-need credential areas; recruiting new teachers in and out-of-state; preparing new teachers enrolled in the Project IMPACT Intern program; collaborating with county offices, school districts, institutions of higher education, and alternative certification programs; maintaining a recruitment database; disseminating and sharing “Best Practices” in alternative teacher certification and teacher recruitment; and overseeing the implementation of federal and state grants.

Essential Functions:

- ▶ Attends Commission on Teacher Credentialing meetings as needed for the purpose of staying current on new regulations regarding the credentialing of teachers.
- ▶ Collaborates with school districts, county offices of education, institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers Program for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs that attract and train new teachers.
- ▶ Develops opportunities for mid-career teacher education, staff development and new teacher training for interns for the purpose of recruiting/retaining and supporting new teachers.
- ▶ Develops/Coordinates internships and partnerships in teacher education between Tulare COE, districts and local universities for the purpose of increasing the number of credentialed teachers in the high-need areas.
- ▶ Establishes/Maintains a website for the purpose of disseminating information to potential teacher candidates.
- ▶ Implements/Monitors the recruitment plan for the California Teacher Recruitment Program (CTRP) for the purpose of seeking, screening, referring and supporting potential new teachers.
- ▶ Interviews/Screens teacher candidates for the purpose of insuring that they are suitable and meet the recruitment needs of the region(s).
- ▶ Investigates/Pursues grant opportunities for the purpose of building existing programs and establishing new programs that will assist in fulfilling the shortage of teachers in the high-need areas.
- ▶ Maintains a recruitment database system for the purpose of referring teacher candidates to school districts and making recruitment data available.
- ▶ Makes presentations to students, parents, businesses, the general public and other groups for the purpose of disseminating information about the Intern Program and Recruitment Center and to recruit teacher candidates.
- ▶ Oversees the daily operations of TCOE Teacher Education Internships & Partnerships for the purpose of building and supporting the TCOE IMPACT Intern Program.
- ▶ Oversees the implementation of federal and state grants received by TCOE that are related to teacher preparation for the purpose of adhering to guidelines and policies set forth by the granting entities.
- ▶ Plans/Implements recruitment fairs in and out-of-state for the purpose of recruiting teachers.
- ▶ Prepares reports to be submitted to various stakeholders for the purpose of required reporting for the grants and programs in recruitment and teacher preparation awarded to TCOE.
- ▶ Publishes/Presents at local and national conferences for the purpose of sharing “Best Practices” in alternative certification and teacher recruitment.
- ▶ Researches current trends and issues in education and recruitment for the purpose of procuring funding sources and information to include in grants.
- ▶ Supervises/Evaluates all staff related to the Intern and Teacher Recruitment department for the purpose of operating successful, alternative, highly-effective certification and recruitment programs.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - operate a computer;
 - utilize a variety of applicable software including a web browser;
 - manage personnel and programs;
 - communicate effectively verbally, and in writing;
 - problem solve;
 - facilitate groups;
 - plan, organize and implement recruitment activities.
- ▶ **Knowledge of:**
 - California Standards for the Teaching Profession;
 - Standards of Quality and Effectiveness for Professional Teacher Intern 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 ;
- recruitment practices;
- interviewing techniques;
- NCLB requirements for highly-qualified teachers.
- ▶ **Ability to:**
 - provide direction to others and make independent judgements;
 - keep and maintain accurate records;
 - meet deadlines;
 - communicate with individuals of varied cultural and educational backgrounds;
 - prepare clear and accurate reports;
 - collaborate and establish partnerships with the business community, school districts, county offices, and institutions of higher education;
 - travel frequently within the region and out-of-state;
 - maintain a professional support program that enables participants to acquire skills and knowledge contained in the CA Standards for the Teaching Professions and meet CA Intern Standards;
 - organize and conduct credential course work;
 - assist site administrators in the selection and monitoring of experienced Practicum Supervisors to ensure quality and consistency in the support and assessment of Intern teachers;
 - provide professional development training;
 - use the CA Formative Assessment and Support System for Teachers as a basis for services to Intern teachers, Practicum Supervisors, and site administrators;
 - conduct periodic program evaluation;
 - maintain liaisons with, and participate in San Joaquin COE IMPACT Intern networks and trainings;
 - support applicable codes, laws, and regulations related to the BTSA Induction program;
 - work a flexible schedule including evenings and weekends.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

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

Education Required:

- ▶ Masters degree in job-related area.
- ▶ Job-related experience in specialized field with increasing levels of responsibility is a prerequisite.

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

- ▶ Valid California driver's license and proof of automobile insurance;
- ▶ Valid CA Teaching Credential;
- ▶ Valid CA Administrative or Supervisory Credential;
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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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.