



Job Title: Coordinator of Induction

Reports to: Assistant Superintendent of Human Resources

Definition:

Facilitates the operation of the Induction Program and professional support activities that enables each participant to acquire the skills, abilities and knowledge outlined in the California Standards for the Teaching Profession and complete in a timely manner the Induction requirements necessary for recommendation for a Clear Credential.

Essential Functions:

- Oversees mentor training, calendar and materials
- Serves as consultant for mentors and participating teachers
- Coordinates and maintains a variety of communication structures to disseminate information and collect feedback from stakeholders
- Facilitates sharing and decision making at Steering Committee meetings
- Monitors internal and state evaluation data of the program to determine program implications and design program improvement plans
- Coordinates the needs of participating teachers, as evidenced in their Individual Induction
- Plans Induction activities and professional development
- Designs and conducts the informal and formal collection of data and evidence required for ongoing program accountability and growth
- Collaborates with university partnerships, new teacher support programs, cluster director networks and other program resources
- Manages participating teacher and mentor database
- Assists each district in maintaining high quality support activities which enable each participant to acquire the skills, abilities and knowledge outlined in the California Standards for Teaching Profession
- Plans and facilitates quarterly mentor academies and professional growth
- Develops Professional Development provider training module
- Attends mandated coordinator training and meetings
- Oversees the accurate completion of necessary program forms to most effectively and efficiently support program goals and objectives
- Coordinates with credential analyst to recommend clear candidates' credentials
- Collaborates with lead mentors to provide feedback on mentor coaching practice
- Develop and maintain program budget

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

Certification, Licenses, and Other Requirements:

- A valid Administrative Credential
- Five years' experience in public schools of which not less than four years have been successful teaching experience

Knowledge of:

- the District and program adopted research based instructional framework
- the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the *California Standards for the Teaching Profession*
- budget management and performance appraisal
- beginning teacher development



Ability to:

- California Education Code personnel requirements
- supervise, lead, and evaluate staff
- be flexible based on program needs
- create and follow policies and procedures
- speak and make presentations before large groups of people
- effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions
- communicate effectively in oral and written form
- understand and carry out oral and written directions with minimal accountability
- establish and maintain effective organizational, public, and community relationship

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movements: Able to conduct verbal conversation and to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk as well as ability to sit for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to operate office machines and equipment in a safe and effective manner. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

Lifting Requirements: Able to lift up to 25 pounds and to carry up to 25 pounds.

Vision Requirements: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment

Work is usually performed in an office environment.

Exposures, Risks and Hazards

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing computer-related equipment.

Governing Board Approved: August 2, 2016

Revised: February 26, 2019