

DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:

Executive Director, Teacher Induction & Intern Programs

Basic Function:

Under the direction of the Assistant Superintendent of Human Resources, the Executive Director of Teacher Induction and Intern Programs is responsible to plan, develop, and implement a program of training, induction, and credentialing support to all eligible primary credential holders in order for them to attain a Clear Credential. The Executive Director maintains and monitors all major program components, services, relationships, and agreements: manages program staff and operations; coordinates program relationships and interactions among P-12 and higher education partners and participants; provides and participates in diverse professional development trainings; establishes liaison and communications with regional and state beginning teacher induction and credentialing networks; produces program materials; conducts and analyzes program evaluations; provides required reports; and manages the program budget.

Essential Functions:

BTSA Induction Program Consortium Responsibilities:

1. Verify the completion of the approved induction program by formally submitting an application to the Commission on Teacher Credentialing for the multiple or single subject clear credential and education specialist clear credential.
2. Verify completion of requirements for a clear credential. Each Program Sponsor must have procedures in place to verify completion of requirements for each candidate that finishes their program for all candidates in the Consortium.
3. Ensure that the appropriate verification of all teacher induction program requirements are met and are included with the application submitted to the Commission on Teacher Credentialing.
4. Ensure that teachers meet all the requirements for the clear credential, whether the teacher completed all work in the Yolo-Solano BTSA Induction Program or the teacher began the work in another program and completed the work in this program.
5. Maintain continuous contact and communications with district superintendents, personnel managers, and site administrators to provide legal information regarding roles, responsibilities, and documentation for accountability specific to teacher credentialing, hiring, and compliance processes.
6. Provide teacher induction professional development and induction program services and documentation in accordance with California induction and teaching standards.
7. Provide site administrators with up-to-date lists of program participants and reminders of their responsibilities for teacher induction implementation for the year.
8. Train district administrators as needed including school board members, superintendents, assistant superintendents, directors, and others.
9. Ensure that site administrators participate in Site Administrator training, and are regularly updated on program requirements.
10. Ensure that all district and site administrative staff understand that the induction activities are not to be used as evaluative information for the participating teacher.
11. Provide information on program changes to all stakeholders.

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12. Supervise a system of Support providers: hiring, contracts, training, certification, accountability, resources and collaboration involving participating teachers, site administrators, and district liaisons.
13. Supervise and support program staff, operations, information and materials development, production, and distribution, and accurate record-keeping.
14. Supervise and evaluate program coordinators to ensure program support to all stakeholders.
15. Conduct ongoing formative and summative evaluation of services, relations, providers, participants, and products for program improvement, quality, consistency, and accountability.
16. Monitor and maintain program budgets, grants, contracts, and agreements.

Demonstrated Knowledge Of:

1. Formative assessment models and California academic content standards, teaching, and induction standards.
2. Current initiatives, legislation, and education codes regarding teacher induction and credentialing.
3. Effective professional development models and strategies; develop, organize and conduct professional development activities.
4. Proficiency in use of related telecommunications and computer applications.

Demonstrated Ability To:

1. Research principles and practices relative to beginning educator professional development and effective teaching and learning.
2. Plan, coordinate, and facilitate collaborative relations and large and small group interactions.
3. Develop and produce quality information and instructional materials and processes.
4. Communicate effectively orally and in writing.

Education Required:

Masters level of education recommended.

Experience Required:

Five years successful P -12 teaching and/or administrative experience.

Demonstrated effectiveness in developing and providing teacher professional development.

Evidence of formative assessment training.

Budget development and monitoring.

Credentials/Authorizations/Licenses Required:

California teaching credential required. California administrative credential required.

Working Conditions

Sample Environment:

Office Environment.

Sample Physical Abilities:

Driving a vehicle to conduct work.