

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, New Teacher Induction Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	0114	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Human Resource Services	BOARD APPROVAL:	04-15-02
		BOARD REVISION:	06-24-02 06-23-09

BASIC FUNCTION:

Plan, organize, control, and coordinate programs for new teachers to expand and deepen their teaching knowledge and skill; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide an effective transition into the teaching career for new teachers; provide formative assessment, individualized support, and advanced content for newly-credentialed and beginning teachers. **E**

Coordinate programs to provide a smooth transition into the complex responsibilities of teaching, ensure the professional success of and retention of new teachers, and improve learning opportunities for students. **E**

Coordinate Sacramento City Unified School District job fairs to inform prospective teachers of district support systems. **E**

Work collaboratively with Human Resource Services staff and the Sacramento City Teachers' Association to plan and implement new teacher orientations. **E**

Coordinate appropriate placement of new teachers in the Beginning Teacher Support and Assessment (BTSA) Induction Program. **E**

Manage and monitor new teacher support grants (BTSA, intern, and pre-intern) according to funding source; ensure continuous program improvement through ongoing research, development, and evaluation. **E**

Coordinate activities with state granting agencies, the Commission on Teacher Credentialing, California State University of Sacramento, and other universities to recruit, hire, and train teachers. **E**

Coordinate support structures for new teachers; provide guidance and support to new teachers by providing flexible individualized support, implementing a structured curriculum, and offering guidance through induction specific standards; address unique issues faced by new teachers. **E**

Improve the educational performance of students through improved training, information, and assistance for new teachers; enable new teachers to be effective in teaching students who are culturally, linguistically, and academically diverse. **E**

Coordinate events and plans with Human Resource Services, Associate Superintendents, and Principals to identify, recruit, and train pre-interns to become eligible for the credential program. **E**

Direct, plan, and implement diverse professional development for new teachers through BTSA, intern, pre-intern, and other specific programs. **E**

Manage and direct activities with Human Resource Services and other internal departments and outside agencies to support new teachers. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and three years of increasingly responsible certificated experience preferably in new teacher, intern, and pre-intern programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Valid California Teaching Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Beginning Teacher Support and Assessment (BTSA), intern, and pre-intern programs.

California standards for the teaching profession.

Effective professional development models and strategies.

Technical aspects of field of specialty.

Current applicable laws, codes, regulations, policies, and procedures.

Research methods and report writing techniques.

Budget preparation and control.

Principles and practices of management, supervision, and training.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communications skills.

Operation of a computer and related software.

ABILITY TO:

Manage, plan, coordinate, and control assigned programs.

Coordinate opportunities for new teachers to expand and deepen their teaching knowledge and skill.

Coordinate programs to provide a smooth transition into the complex responsibilities of teaching, increase the retention of new teachers, and improve learning opportunities for students.

- Plan and implement new teacher orientations.
- Manage new teacher support grants.
- Plan and implement professional development for new hires.
- Communicate effectively, both orally and in writing.
- Prepare and deliver presentations.
- Prepare comprehensive narrative and statistical reports.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Establish and maintain effective working relationships.
- Operate a computer and related software.
- Supervise and evaluate the performance of assigned staff.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

(Former Classification: Coordinator III, New Teacher Induction Services)

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date