



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CONSULTANT – TEACHER INDUCTION

DEFINITION:

Under general supervision and as a part of a collaborative team, this position will provide coordination and support in the implementation, delivery and operation of the teacher induction program.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

- Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.
- Plans, coordinates, and manages ongoing operations of the Tehama County Teacher Induction Program including professional development, training, and technical assistance for participants, staff and program partners.
- Coordinates and oversees program events, activities and operations related to teacher induction.
- Monitors program implementation and ensures requirements are met within established budget and timelines.
- Maintains effective communication system with program partners.
- Monitors the progress of candidates toward completion of program requirements.
- Establishes and maintains liaisons with universities, districts, counties, state department of education and other related agencies.
- Selects, trains, manages and evaluates the work of assigned program staff.
- Collects documents and prepares accreditation reports for a variety of audiences, including that required by the California Commission on teacher credentialing.
- Develops, manages, and supports delivery of asynchronous and synchronous online professional development seminars and courses.
- Coordinates, trains, and administers the department's Learning Management System (build online courses, enroll users, manage user groups, and create online organizations).
- Assists in the development and maintenance of the department website, in coordination with the Program Administrator, web-design and marketing agency, and/or TCDE.
- Provides support regarding teacher credentials.
- (Verification of appropriate teaching assignments, preliminary induction requirements are completed).
- Attends appropriate seminars and workshops to ensure understanding of the latest legislation and regulations regarding credentialing and notifies districts of significant changes.
- Communicates, by telephone and correspondence, with California Commission on Teacher Credentialing, universities, school districts, other county offices and out-of-state applicants regarding all aspects of credentialing.
- Keeps current on laws pertaining to teacher induction, and informs school districts of same.
- Works collaboratively with credentials technician backup to develop efficient client-centered processes for maintaining records and completing reports.
- Represents the county at district and regional meetings as needed or appropriate.
- Drives frequently for department business.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described.



Tehama County Department of Education
Job Description
Consultant – Teacher Induction

Official: 
Effective: 11/08/2024

- Valid California teaching credential; PK-12 classroom teacher with five (5) years of teaching experience. Experience as an instructional coach or mentor teacher.
- Master's degree desired.
- Experience providing teacher education training and professional development programs at K-12 or higher education level desired.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Learning management systems principles and procedures.
- Instructional support services.
- Assessment and evaluation strategies for teachers and programs.
- Principles and practices of data collection, analysis, and report preparation.
- Integration and use of technology in the delivery of instruction.
- Computer applications related to the work, including word processing, database, learning management systems, and spreadsheet software.

ABILITY TO:

- Maintain confidentiality.
- Implement adult learning theories, and quality professional development practices to effectively plan and facilitate meetings and trainings.
- Plan, implement, assess and evaluate programs.
- Stay current with educational research and best practices in mentoring and effective teaching practices.
- Lead districts through all aspects of the teacher induction.
- Communicate effectively and maintain cooperative working relationships with districts, staff, teachers, administrators, school boards, business partners, and community members.
- Act reflectively towards own practice.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

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APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 