



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; 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;



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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

Created: _____ September 21, 2017 _____ Revised: _____ 11/10/2022 _____

APPROVED

Print Name: _____ Chiny Clawson _____ Title: _____ Director, Human Resource Services _____

Signature: _____ *Chiny Clawson* _____ Date: _____ 11/14/22 _____