



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CONSULTANT – ALLIANCE FOR TEACHER EXCELLENCE

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 for Alliance for Teacher Excellence 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;
- Assists in the creation of professional development materials.
- Facilitates, supports, and oversees delivery of professional development.
- Monitors program implementation and ensures requirements are met within established budget and timelines.
- Maintains effective communication system with program partners.
- Coordinates and facilitates planning meetings.
- Assesses and evaluates work of program participants.
- 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.
- Compiles a variety of reports and statistical data for a variety of audiences.
- Collects documents and prepares accreditation reports required by the California Commission on Teacher Credentialing.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records and data.
- Develops, manages, and supports delivery of asynchronous and synchronous online professional development seminars and courses.
- Coordinates and administers the department's Learning Management System (build online courses, enroll users, manage user groups, and create online organizations).
- Manages system updates and technical support provided by the Learning Management System host.
- Facilitates in-person training and provide technical support to users of the Learning Management System.
- Designs tutorial resources for program assignments, web-conferencing, and the Learning Management System.
- Assists in the development and maintenance of the department website, in coordination with the Program Administrator, web-design and marketing agency, and/or TCDE.
- Attends staff meetings as scheduled.
- Represents the county at district and regional meetings as needed or appropriate.
- Drives frequently for department business.
- Performs other duties as assigned.



Tehama County Department of Education
Job Description
Consultant

Official: 
Effective: 04/19/18

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Valid California teaching credential.
- K-12 classroom teacher with five (5) years of exemplary teaching experience at more than one grade level or content area.
- Demonstrated experience as an instructional coach or mentor teacher required.
- 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 system principles and procedures.
- Instructional support services.
- Assessment and evaluation strategies for teachers and programs.
- Graphic arts principles and procedures.
- 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:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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



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TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli Date: 4.19.18