

JOB DESCRIPTION

Job Title:

- f* Knowledge of:
 - applicable codes, laws and regulations related to BTSA and induction programs;
 - current trends in professional development;
 - evaluation methodology;
 - group process/facilitation techniques;
 - methods, practices, resources, and techniques applicable to training adults;
 - CA Standards for the Teaching Profession and the Standards of Quality and Effectiveness for Beginning Teacher Support and Assessment programs;
 - One or more Cluster areas and the educational issues in those areas.
- f* Ability to:
 - organize;
 - design professional development;
 - calculate data;
 - read and write technical reports;
 - understand and support the mission of the CDE and CCTC as it relates to induction programs;
 - establish and maintain effective, collaborative work relationships with others;
 - make presentations to groups;
 - facilitate groups;
 - prepare and maintain accurate and complete records and reports.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and monitoring the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

Experience Required:

- f* Job related experience within specialized field with increasing levels of responsibility is required.
- f* Substantial involvement in a currently funded BTSA program for at least two years is required.
- f* Experience in collaborative partnerships with school districts, county offices of education, and/or universities is required.

Education Required:

- f* Masters Degree in job related area.

Licenses, Certificates, Clearances, Testing and/or Bonding Required:

- f* Valid California Driver's License and proof of automobile insurance;
- f* Valid California Administrative Credential;
- f* Department of Justice and FBI Fingerprint Response.

FLSA: Exempt

June 2002

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.