

Tulare County Office of Education
JOB DESCRIPTION

Job Title:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills:

operate a computer and utilize a variety of applicable software;

Knowledge of:

California Standards for the Teaching Profession and Teacher Performance Expectations;
Program Standards of Quality and Effectiveness for Professional Teacher Residency Programs;
Induction Standards and Requirements;
Adult learning theory;
Curriculum development and assessment;
Effective professional development models and strategies;
How to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
Effective use of time and resources to accomplish project objectives;
California Commission on Teacher Credentialing (CCTC) credential procedures (desirable);

Ability to:

Maintain a professional support program that enables candidates to acquire skills and knowledge contained in the Teacher Performance Expectations;
Oversee the organization, delivery, and monitoring of appropriate credential course work and professional development training and support for candidates, faculty, and staff;
Monitor all credential completion requirements per (CCTC) regulations;
Coordinate fiscal and budgetary matters for the unit;
Coordinate partnerships with districts, county offices of education, and other education agencies, including Agency Agreements and MOUs;
Oversee the process of assisting/guiding districts and site administrators in the selection, monitoring, and training of experienced mentors to ensure quality and consistency in the support and assessment of Resident Teachers;
Oversee and support a communication plan to disseminate the teacher residency programs;

Experience Required:

Experience with adult learning and delivering instruction at an institution of higher education;
Experience with state and federal grants;
Experience with teacher preparation program is highly desired;

Education Required:

Master's degree required;
Valid California Teaching Credential;
Valid California Administrative Credential;

Other Requirements:

Valid California driver's license and proof of automobile insurance;
Department of Justice and FBI Fingerprint Response (upon hire);
Must possess an automobile for travel on the job;
Bilingual skills in speaking, reading, and writing English and Castilian Spanish fluently is highly desired;

FLSA Status: Non-Exempt

March 2023

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.