



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR, INDUCTION PROGRAM**

### DEFINITION:

Under general direction of the Assistant Superintendent, plans, develops, coordinates and maintains the professional development and assessment program for the Tehama County Teacher Induction Project (TIP) program; providing instructional leadership, administrative assistance and other related duties as assigned.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Plans, organizes, coordinates, and maintains the ongoing operations of the Tehama County Teacher Induction Project (TIP) and leads the components related to mentors and mentoring in Teacher Induction
- Coordinates with district, county and/or regional agencies as needed to implement program requirements
- Coordinates, plans and conducts professional learning which align District and Tehama County Department of Education (TCDE) goals for building capacity for instructional/administrative effectiveness
- Coordinates the development and management of assessment instruments and program evaluation
- Establishes and maintains liaisons with universities, districts, and county, state and other related agencies
- Provides leadership and oversight of TCDE's participation in the CTC Accreditation system
- Formulates and implements a communication plan to disseminate information to and from program participants
- Teaches evening and occasional Saturday courses for Teacher Induction
- Designs and utilize the online learning management system to run courses, monitors submissions and provide feedback across induction program
- Assists district coordinators in the selection, supervision and evaluation of support providers and trainers to insure consortium-wide quality and consistency
- Coordinates training sessions for program participants
- Attends regional and state Teacher Induction meetings and other required training
- Provides input and participates in program development and delivery for preliminary educator training and administrative programs
- Maintains accurate records and completes reports
- Promotes multilingual, multicultural learning environments
- Selects, trains, supervises and evaluates staff as assigned
- Drives frequently for department business
- Perform other duties as assigned

### EDUCATION AND EXPERIENCE REQUIREMENTS:

Possession of a Bachelor's degree in education or related field, valid California administrative credential and successful administrative experience required; demonstrated success in the design, delivery administration, assessment and evaluation of educator training or professional development program at the K-12 and/or university level desirable.



Tehama County Department of Education  
 Job Description  
 Administrator, Induction Program

Knowledge of: Instructional support services; effective models of teacher education from pre-service through induction and continuing professional development; assessment and evaluation strategies for teachers and programs; goals, requirements, and guidelines of California's Induction program; techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures.

Skill and Ability to: Plan, implement, assess and evaluate programs; communicate effectively in both oral and written forms; effectively transmit knowledge and skill to others; skills in professional development and presentation; plan, develop, and conduct meetings and training programs; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train and supervise staff; work cooperatively and effectively with individuals and groups; maintain positive working relationships with administrators, teachers and university faculty.

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: January 27, 2020

Revised: June 9, 2022

**APPROVED**

Print Name: Chinny Clawson

Title: Director, Human Resource Services