



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

DIRECTOR, TEACHER PREPARATION PROGRAM

DEFINITION:

Under general direction lead, direct, and implement credential programs and initiatives to support and guide the professional learning of teachers through the development and delivery of programs, in partnership with state agencies, county offices of education, districts, higher education institutions and other collaborating partners.

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, which may be found in positions within this classification.

Plan, Organize, and Manage Operations:

Plan, organize, and manage the ongoing operations of the Tehama County Department of Education teacher induction and Career Technical Education preparation programs (i.e. designated subjects). Plan, direct, and administer the TTIP program elements of the designated subjects program participants. Coordinate the design and management of assessment and program accreditation as specified. Establishes and maintain necessary training sessions for program participants. Direct and manage staff in the development, delivery and refinement of course content. Monitor and evaluate program to maintain accreditation, ensure compliance with changing policies and meet the needs of administrators. Develop and implement a recruitment plan and application process for aspiring and new teachers that includes a focus on diversity. Participate in candidate selection. Identify and implement improvements to the participant selection process. Maintain communication plans to disseminate information and provide feedback for program participants. Develop and execute a lecture series for new educators. Ensure that applicants are aware of funding options. Ensure the program leads to the development of a self-supporting cadre for new or aspiring teachers.

Coordination and Collaboration:

Coordinate with district, county, regional and/or state agencies as needed to implement program requirements. Ensure that the teaching and administrative programs articulate with institutions of higher education to develop and maintain partnerships and provide higher level credit as needed. Work with school districts to build coaching systems to support ongoing teacher development. Develop, implement and maintain an annual evaluation of the programs that includes input from program participants and district leadership. Actively seek opportunities to expand state, regional, and county level programs for teachers through grants, state initiatives, and other funding sources. Work collaboratively with the California Commission on Teacher Credentialing, California Department of Education, State Board of Education, and the California Collaborative for Educational Excellence to implement and lead initiatives that are aligned with California System of Support. Establish and maintain liaisons with universities, school districts, county service agencies, state agencies, and other partners.

Administrative Tasks:

Select, train, supervise and evaluate the performance of staff. Maintain accurate records, completes required reports and administers budgets. Drive frequently for Department business using own transportation.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; A valid California administrative services credential and two years of supervision or administrative experience within the last three years. Extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above. Successful experience in



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the design and administration of a professional development and assessment program for aspiring and new teachers desirable.

KNOWLEDGE OF:

Techniques and practices of effective supervision and administration. Federal and State laws, policies, procedures and practices governing primary and secondary educational programs. Preconditions, Common Standards and Program Standards (i.e., Preliminary Educator Preparation Standards, Designated Subjects, and Career Technical Education Program Standards. Teacher Performance Expectations (TPE) and Quality CTE Program elements. Assessment and evaluation strategies for teachers and programs. Goals, requirements, and guidelines of the state of California's Commission on Teacher Credentialing regarding teacher preparation programs, budget preparation and control. Methods of communication between agencies served by the County Office of Education on a county-wide and regional basis.

ABILITY TO:

Coordinate the work of coaches, teachers, managerial, and clerical staff. Plan, implement, assess, and evaluate teacher training programs. Develop program goals, set priorities, monitor expenditures and evaluate programs. Select, train, and supervise staff. Develop and maintain positive working relationships. Work well with others, including colleagues, teachers, principals, superintendents, university, and county office staff, while maintaining flexibility and upholding collaborative efforts of the program. Communicate effectively in both oral and written forms with individuals from various cultural and socioeconomic backgrounds. Present ideas and concepts clearly and concisely. Comprehend and interpret laws, rules and regulations, and policies pertaining to programs and services. Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively. Research, acquire and evaluate appropriate data for effective problem solving and/or decision making. Be flexible and receptive to change.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.

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.

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Created: January 27, 2020 Revised: April 18, 2024

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 