

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR INDUCTION EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management
SALARY LEVEL: 78
WORK YEAR: 227

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director of Educational Services, the Educational Administrator for Induction is responsible for providing instructional leadership, administrative assistance, professional learning, and support services in establishing effective programs for beginning teachers, Induction coaches, and site administrators. In accordance with federal and state legislation, policies, and guidelines, assists administrators and teachers to implement programs in meeting the needs of beginning teachers, providing technical assistance and consultation services to schools, and administers other programs as requested by the Assistant Superintendent or Senior Director.

SUPERVISOR:

Assistant Superintendent or Senior Director of Educational Services

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists and supports school districts and local agencies in the planning and delivery of professional learning and support services to new teachers and the monitoring and evaluation of those programs
- Coordinates, plans and conducts professional learning which align District and Monterey County Office of Education goals for building capacity for instructional/administrative effectiveness
- Assists beginning teachers and their Induction coaches to design effective instruction based on collecting, analyzing and using student achievement data
- Provides leadership, training and support in the implementation of the California Standards for the Teaching Profession across the levels of the California Learning-to-Teach System
- Provides leadership and oversight of MCOE's participation in the CTC Accreditation system
- Provides leadership in utilizing the new California State Standards as the basis for the design and delivery of instruction
- Facilitates effective utilization and exploration of potential and available resources, and develops,

- monitors and makes appropriate recommendations regarding program budgets
- Creates effective communication networks to gather, access and disseminate pertinent information
- Represents the County Superintendent in supervision of general education programs in legal compliance matters
- Develops, monitors and submits relevant reports regarding the attainment of program goals and objectives at county and district levels
- Promotes multilingual, multicultural learning environments
- Reviews, interprets and implements laws and regulations of the State Department of Education
- Advises and assists districts in the utilization of instructional materials, organizational processes and current legislation
- Originates, prepares and presents timely and relevant informational and progress reports
- Serves/chairs committees related to area(s) of assignment
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university with major course work in education, public administration or a related field
- Three (3) years of full-time teaching or related educational experience
- Two (2) years of experience in administration or supervision
- Record of successful accomplishment in organizational leadership; program management; complex, large-scale projects involving collaboration; and delivery of staff development

Knowledge of:

- Effective professional learning and practices
- Adult Learning Theory and its implications for quality staff development
- Needs of beginning teachers in California
- Pertinent laws and regulations of the California Department of Education (CDE)
- Current administrative operation of California Public Schools
- Legal compliance matters
- Curriculum design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including the new California Standards for the Teaching Profession and state and national program initiatives in assigned area(s)
- Essential elements entailed in coordinating and presenting effective professional learning programs for administrators as well as veteran and beginning teachers

Skills and Abilities:

- Provide support and assistance in the implementation of the California Standards for the Teaching Profession and the New Teacher Induction Program Standards
- Provide technical assistance and expertise in the development and implementation of effective services for the support and assessment for beginning teachers
- Design and implement instructional programs which enable beginning teachers to meet the needs of a culturally and linguistically diverse student population
- Communicate effectively both orally and in writing
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Work effectively with groups in committees and workshops
- Effectively involve people in decision making
- Organize, conduct, implement and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Organize time to accommodate program activities and district requests
- Develop and monitor budgets
- Use appropriate technology for information processing
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate

Desirable Qualifications:

- Doctoral degree in relevant field
- Knowledge of grant writing/application development process
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Administrative Services Credential
- California Driver's License with evidence of insurability