

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROGRAM COORDINATOR II INDUCTION EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 75  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director of Educational Services, the Program Coordinator II of Induction is responsible for providing assistance to all teachers enrolled in the Special Education Teacher Credentialing Program/Induction; assuring that participating teachers have full educational opportunities to clear their credential through induction, in compliance with state education specialist induction standards and as stated in the Monterey County Office of Education (MCOE) Education Specialist program narrative; participating in the Commission on Teacher Credentialing Accreditation system, and supporting the vision of continual program improvement.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITION(S) SUPERVISED:**

None

### **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:

- Respond to Education Specialist Induction program inquiries; district contacts regarding participating teacher or district program advisor requests or concerns, program information, transcript information and attendance questions; administrative concerns and questions, including addressing concerns about the program; program advisor questions involving participating teacher concerns, and transcript evaluations
- Support program orientations including: plan, organize and conduct informational/orientation meetings for new education specialist participating teachers and induction coaches
- Conduct individual orientations to complete transition forms and Individual Learning Plans.
- Process new participants including completing proper forms, assigning induction coaches and selecting appropriate professional development
- Carry a varied participating teacher load as an induction coach
- Make weekly visits to school sites
- Assist program advisors and other program leaders in planning and implementing the Formative Assessment for California Teachers (FACT)
- Assist in the maintenance of records on each education specialist and their induction coach
- Attend local workshops, coaching sessions, and conferences for professional growth and maintain up to date knowledge of education specialist credentialing programs

information for school districts or county offices of education

- Participate in the Commission on Teacher Credentialing Accreditation system by ensuring program standards are being met and gathering evidence to support program standards
- 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 tasks as requested

### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate educational equipment; 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; 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, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to stand or walk for prolonged periods of time; physical tolerance to be exposed to chemicals, cleansers and foul smells; 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:**

- Bachelor's degree from an accredited college or university
- Five (5) years experience in Special Education
- Two (2) years experience as an Induction Coach

#### **Knowledge of:**

- Special education credentialing
- Relevant research, emerging developments and mandates in the field
- Essential elements for effective professional learning programs
- Techniques for working effectively with groups in workshops, meetings, committees, councils and advisory boards

#### **Skills and Abilities:**

- Demonstrate a high level of understanding and a practical application of the Induction Formative Assessment System
- Demonstrate a high level of understanding of the induction process for the Education Specialist Induction Program
- Demonstrate organizational abilities
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and the availability of an automobile with the minimum insurance specified by the Agency
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing
- Effective use of computers and email used for daily communication

#### **Desirable Qualifications:**

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish
- Knowledge of communities served
- California Clear Education Specialist Instruction Teaching Credential

**Licenses and Certifications:**

- California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher
- California Driver's License with evidence of insurability