

BONITA UNIFIED SCHOOL DISTRICT

DIRECTOR – Foothill Consortium California Teacher Induction Program CTIP

Brief Description of Position:

Under the direction of the assigned supervisor/administrator, the Director develops and directs a professional support and assessment program that enables each induction candidate to acquire skills, abilities and knowledge as outlined in the California Standards for the Teaching Profession and the California Teacher Induction Program Standards

Directly Responsible To:

Appropriately assigned supervisor(s)/administrator(s), Consortium Assistant Superintendents Team (CAST)

Immediate Subordinates:

Staff as assigned to the CTIP Program

Major Duties and Responsibilities:

- Oversee the implementation and ongoing development of the Foothill Consortium California Teacher Induction Program (CTIP)
- Collaborate with Consortium member districts in the selection, training and supervision of mentors and professional development providers to ensure consortium-wide quality and consistency
- Formulate and put in place a communication plan that both disseminates information and provides opportunities for feedback from stakeholders
- Participate fully with The California Commission for Teacher Credentials and the Commission on Accreditation to monitor candidate credentials, and understand the accreditation process.
- Develop and submit all documents related to accreditation and/or required by the state in a timely fashion.
- Develop and monitor the program budget; assist with the writing of grant proposals
- Design and conduct formative and summative program evaluations and present reports to the CTIP Advisory Board /leadership team, along with recommendations for program modifications
- Maintain accurate records, complete required reports and work within the budget
- Follow all of the prescribed fiscal procedures established by the Los Angeles County Office of Education
- Establish and maintain a process for the professional development and support of CTIP mentors and district/site administrators
- Attend regional Cluster meetings, State Director meetings and other required training
- Fully support a commitment to ensuring significant improvement in the achievement of students of color, students living in poverty and English Learners
- Establish and maintain liaisons with universities and other partners
- Select, train, supervise, and evaluate assigned staff
- Perform other duties as assigned

Knowledge of:

- California Standards for the Teaching Profession and CTIP program standards
- Elements of an effective teacher induction program
- Components of effective professional development systems, including theoretical grounding, adult learning theory and professional learning models focused on student excellence
- Principles and practices of project management, including planning, evaluation, time lines and budget
- Available local, regional and state resources, and applicable State laws and requirements

Ability to:

- Prepare and deliver effective professional development
- Inspire and mobilize others; lead by example; work as part of a team
- Communicate effectively both orally and in writing
- Effectively manage a large project with multiple partners
- Prepare and present a variety of reports and materials using appropriate technology
- Facilitate groups in planning, problem solving and decision-making
- Build and maintain collaborative relationships with diverse individuals and groups

Experience/Education:

Master's degree in education and five years of increasingly responsible teaching experience; desirable experience as a facilitator of teacher development and/or Mentor in an induction program

Licenses and Other Requirements:

Valid and appropriate California Teaching Credential and California Administrative Services Credential
Must possess a valid California driver's license and must be insurable at standard rates and maintain such insurability during the course of employment

Working Conditions:

Office environment with some interruptions; some travel to conduct work; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; and seeing to read a variety of materials

Work Days: 215 Days