

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Director of Induction and Career Technical Education	FLSA:	Exempt
Department/Site:	Curriculum and Instruction	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Assistant Superintendent, Curriculum and Instruction	Salary Schedule:	Administrative Management

SUMMARY

Under the direction of the Assistant Superintendent of Curriculum and Instruction, plan and deploy all Induction and Career Technical Education Programs. Develop, implement and monitor processes for compliance, quality and fiscal accountability. Supervise and evaluate the performance of assigned personnel. Maintain necessary liaison with Fresno County Office of Education, California Department of Education, Commission on Teacher Credentialing, and Institutions of Higher Education.

DISTINGUISHING CAREER FEATURES

This is an upper-level management position, with career advancement opportunities to senior level management positions. This position is responsible for applying an extensive knowledge of induction programs for teachers and administrators. These include the Beginning Teacher Support and Assessment Program for general education teachers (BTSA) and the Clear Education Specialist Induction Program (CESIP) for special education and CTE requirements of the District administration and Governing Board, as well as State and federal mandates. Position activities are reviewed for adequacy of professional judgment, compliance with District and department policies, and achievement of results consistent with District goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the implementation of the district's Induction programs including BTSA, CESIP and Administration, as well as support systems for the PAR and PEP Programs, Student Teaching, Para-Professionals, and Career Technical Education.
- Serve as a direct link to Human Resources, California Department of Education, California Commission on Teacher credentialing, Fresno County Office of Education (ROP) and state task forces, as appropriate.
- Represent the district at local, regional and state meetings.
- Develop, implement, and maintain a professional support program that enables each participant to acquire the skills, abilities, and knowledge outlined in the California Standards for the Teaching Profession (CSTP), California Standards for Principals (CSP) and Career Technical Education (CTE).
- Administrate programs to ensure program decisions and actions are made in the best interest of students.

- Foster on-going communication and collaboration with all program stakeholders, including Participating Teachers, Support Providers, Site Administrators, PAR/BTSA/CESIP Leadership Team, Board of Trustees, Human Resources, Curriculum and Instruction, Assessment, and Institutions of Higher Education (IHEs).
- Allocate resources in a manner consistent with program rationale, design, and goals.
- Monitor program effectiveness, coordinate program evaluation reporting results, and conduct annual program evaluation and revision.
- Work with Credential Analyst to obtain the names of eligible participants.
- Establish, maintain, and monitor budgets.
- Secure qualified professional development providers.
- Coordinate the selection, supervision, and evaluation of Support Providers.
- Maintain program and induction records and data for program development, implementation, and assessment.
- Chair the PAR/BTSA/CESIP Leadership Team meetings.
- Coordinate Induction professional development opportunities, including FACT.
- Ensure that a Memorandum of Understanding (MOU) is completed by all Participating Teachers (PTs), Support Providers (SPs), Site Administrators, Professional Development Providers, and collaborating Institutions of Higher Education (IHEs).
- Participate in ROP management meetings together with FCOE ROP.
- Provide liaison services between District Career Education Program and State Center Community College District.
- Coordinate and provide support for K-12 College and Career Pathways implementation.
- Provide leadership and support to Clovis Unified School District school site CTE programs.
- Verify Participating Teachers' completion of Induction requirements for receipt of a Clear Credential.
- Coordinate and implement the district's *Welcome to Clovis Unified Institute*.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Skills:

- Experience working with beginning and veteran teachers.
- Knowledge of Credential regulations for teachers and administrators.
- Knowledge of the California Standards for the Teaching Profession.

- Trained in the Formative Assessment for California Teachers (FACT) system
- Trained in the Principles and Foundations of Induction
- Roles and Responsibilities of K-12 School Organizations.
- Knowledge of the principles and procedures associated with curriculum implementation and staff development.
- Experience in presenting staff development trainings.

Abilities:

- Should possess personal qualifications recognized as essential for public employees including integrity, initiative, dependability, courtesy, good judgment, confidentiality, the ability to work cooperatively with others, and skilled at building positive relationships between diverse groups.

Knowledge of:

- Policies, objectives, applicable laws, codes, regulations, and terminology of assigned programs.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional programs at all levels.
- Effective computer skills.

Ability to:

- Communicate options and limitations of funding in program development.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

Physical Abilities:

- Maintain a positive office environment.
- Ability to drive a vehicle to conduct work.
- Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Education and Experience:

- Requires a California Administrative Services Credential; a Master's degree, and three to five years classroom experience, or equivalent. Administrative experience as a school site principal and/or District level administrator experience or equivalent.
- Successful experience in coordinating and conducting staff development activities.
- Experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
- Knowledge of Career Technical Education programs.

- Minimum of two (2) years' experience working with community and social services organizations or equivalent.

Licenses and Certificates:

- California Administrative Services Credential; Earned Doctorate degree preferred.