



SAN MATEO-FOSTER CITY SCHOOL DISTRICT



Human Resources Department Job Description for the Induction Coordinator/Program Lead

Definition:

Under the direction of the Assistant Superintendent of Educational Services, the Program Lead of Teacher Support and Assessment (California Teacher Induction) shall perform such duties and exercise such authority as may be designated by the Assistant Superintendent. Although the primary responsibility shall be in the area of the California Teacher Induction Credential Program, the program lead may be required to participate in other areas of administration, or support Induction Candidates.

Essential Duties and Job Functions:

- Coordinate and oversee the SMFCSD California Teacher Induction Program including
 - Recruit, hire, assign, and evaluate California Teacher Induction Support Providers
 - Provide or facilitate ongoing professional development for Support Providers
 - Coordinate with Human Resources to review the file of all new hires and evaluate credentials for eligibility for California Teacher Induction
 - Sign Memorandum of Understanding (MOU) with qualified California Teacher Induction candidates
 - Provide professional development that aligns with the California Standards for the Teaching Profession as well as California Teacher Induction Standards
 - Monitor and evaluate portfolio submissions, making sure that all candidates have timely submission of portfolio requirements and meet all standards from the California Commission on Teacher Credentialing (CTC) to clear a preliminary credential in approved programs (Single Subjects, Multiple Subjects, Education Specialist – Mild/Moderate and Moderate/Severe)
 - Recommend Clear Credentials for candidates who successfully complete all CTC requirements
- Participate in collaborative conversation with Institutes of Higher Education (IHE) (local universities that offer pre-service programs for teachers)
- Participate in the Bureau of Institutional Review
 - Read Program Assessments for preliminary alignment
 - Participate in site visits of other programs as appropriate
- Maintain Accreditation for the California Teacher Induction Program for the San Mateo-Foster City School District (Program #233: BI-SMFC) including (not limited to) Biennial Reports, Program Assessment, and Site Visits
- Participate in Cluster Two regional activities and professional development to stay abreast of changing credential requirements from the CTC and California Department of Education (CDE)
- Monitor, conduct, analyze and report (Biennial Review) participation in local and state surveys for Induction Candidates, Support Providers, and Site Administrators
- Coordinate with San Mateo County Office of Education to monitor interns
- Facilitate the Peer Assistance and Review (PAR) Program
 - Participate on the PAR Panel and ensure compliance with Article 12 of the contract
 - Supervise and evaluate the PAR Consulting Teacher
- Maintain the website for California Teacher Induction

Qualifications:

- Advanced knowledge of teaching pedagogy and strategies for universal access
- Knowledge of credential requirements



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- Knowledge of and ability to use computer software related to employee information systems

Education and Experience

- Administrative Services Credential
- Master's Degree
- Valid CA driver's license