



Gateway Induction Support Manager - 2025/2026 School Year

Gateway Induction employs, assigns and retains only qualified persons to teach courses, provide professional development, and supervise field-based and clinical experiences.

Qualifications of faculty and other instructional personnel must include, but are not limited to:

- a) current knowledge of the content;
- b) knowledge of the current context of public schooling including the California adopted P12 content standards, frameworks, and accountability systems;
- c) knowledge of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation; and
- d) demonstration of effective professional practices in teaching and learning

POSITION OVERVIEW

The Gateway Induction Support Manager is a part-time remote position, averaging 10-16 hours per week. The Induction Support Manager will closely support the Gateway Induction Program in accordance with CTC regulations, and will collaborate closely with participating teachers, mentors, the Gateway Induction Program Director, and the Chief of Schools and Programs. This position calls for a highly-organized, detailed-oriented, and self-motivated individual. Working closely with the Induction Program Director, this individual will provide a variety of induction services and administrative support, including, but not limited to fielding current Induction candidate and alumni inquiries, providing program support for mentors and candidates, and additional administrative support to support the technology and information systems for candidates, mentors, and program faculty. In carrying out these responsibilities, the Induction Support Manager must maintain current knowledge of the content; understand the current context of public schooling including California-adopted P-12 content standards, frameworks, and accountability systems; demonstrate knowledge of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation; and model effective professional practices in teaching and learning.

COMPENSATION

This is an hourly position with a rate of \$60.00/hour.

RESPONSIBILITIES

Program and Candidate Support

- Work closely with the designated Induction Program Director to support program systems.
- Work with the Chief of School Programs and Induction Program Director to support the recruitment, admissions, scheduling, distribution of materials and enrollment process for all incoming Induction participants for designated program(s).
- Communicate working knowledge of the program, including entrance requirements, program design, program requirements to partner schools, candidates and mentors.
- Provide guidance and just in time support to teacher candidates and mentors for each induction milestone.
- Provide ongoing support for maintaining the records for Gateway Induction participants in the designated program(s), and adequate disposal of records.



- Provide ongoing support to Induction candidates as it relates to providing progress feedback for each milestone of the induction portfolio.
- Administer mid and end-of-year surveys for teacher candidates and mentors, analyzing survey data to inform program improvement.
- Maintain communication/do periodic check-ins with partner schools' leadership and administrative teams about core aspects of the induction program.
- Ensure all program and candidate support activities reflect current content knowledge, the current context of public schooling, the California P-12 standards and frameworks, an understanding of diversity in society, and effective professional practices in teaching and learning.

Administrative Support

- Update Gateway Induction Handbook and materials as needed.
- Coordinate all aspects of office management the Gateway Induction Program: maintaining program specific calendar and responding to program specific inquiries and emails.
- Assume other administrative duties and projects as needed.
- Provide administrative support related to program expansion.
- Carry out administrative responsibilities in ways that align with knowledge of diverse communities, the context of public schooling, and effective professional practices.

Technology Support

- Work with the Induction Program Director on the development, implementation, and evaluation of all the technology systems and structures for Induction candidates and mentors, including Sibme and Google Drive.
- Work to support the ongoing implementation and maintenance of the database system for candidate records.
- Apply current content knowledge and awareness of diverse candidate needs in the implementation of technology systems.

Credentialing

Work with Credential Analyst to:

- Develop and implement strategies to support the Gateway Induction Program in ensuring compliance of certificated staff with credentialing requirements and appropriate teacher placement.
- Track candidate/mentor credential compliance; support identifying and matching content coaches with candidates who need them
- Evaluate transcripts and work experience for content coaches to ensure they are qualified
- Maintain database of candidate and mentor credentials; audit database to ensure that records are accurate and current.
- Remain current on existing California credentialing requirements, and also remain abreast of any legislative changes; participate in CTC trainings regarding credentialing and induction requirements.
- Provide updated communications and/or training regarding changes in credential requirements in California to Gateway Induction Program staff as relevant.



- Support credentialing functions using current content knowledge, understanding of California's public school context, awareness of societal diversity, and effective professional practices.