KCSOS
Kern County Superintendent of Schools

PROGRAM SPECIALIST – EDUCATOR DEVELOPMENT
Educator Development

Certificated Job Description

IMMEDIATE SUPERVISOR:

Program Coordinator

ESSENTIAL FUNCTIONS:

1. The Program Specialist – to support Educator Development, focuses on support services across the Learning to Teach and Lead Continuum. Providing support to Kern County school districts with the recruitment, support and training of prospective educators as well as the ongoing collaboration with university and district partners in order to recruit, support and retain eligible candidates.

2. The Program Specialist – Educator Development will implement all aspects of assigned program(s) according to partnership agreements and plans submitted to the Commission on Teacher Credentialing under the direction of the Program Coordinator.

3. Function as part of a team to create, deliver and maintain a program that meets state requirements, the needs of participants, and district partners.

4. Implement all components of the program while maintaining accurate records of work completed by program participants and district partners.

5. Implement a system of structured support based on California Standards for the Teaching Profession (CSTP); providing effective feedback to program participants.

6. Schedule, plan, deliver, and/or facilitate professional development and meetings and develop resources to facilitate the professional growth of program participants.

7. Serve as a contact for district and university partners participating in the program, when assigned.

8. Participate in appropriate statewide, regional and local training activities required of the program, and serve as a trainer for participating districts.

9. Provide training to and guide the ongoing development for program mentors, who provide support to new teachers. Provide direct mentoring and support to program participants as needed.

10. Meet with multiple stakeholder groups and district partners to ensure a clear understanding of program requirements and state policies.

11. Support program evaluation and reporting.

12. Support Teacher recruitment activities.

13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. <u>Personal Qualifications</u>:

    1. Knowledge of and willingness to stay abreast of fundamental principles of quality professional development, effective teaching, and teacher credentialing pathways.

    2. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in new teacher recruitment, new teacher support, pedagogy and instructional strategies.

    3. Possession and broad repertoire of presentation, facilitation, and pedagogical skills.

    4. Knowledge of and willingness to stay abreast of current trends, innovations and practices in staff development, curriculum and instruction.

    5. Knowledge of and willingness to stay abreast of effective instructional strategies and materials for special needs students including English language learners and special education.

    6. Demonstrate personal characteristics that are conducive to good communication and self-management.

    7. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.

    8. Ability to sit, reach, grasp, stoop, bend, push, pull and kneel.

    9. Ability to exert 25 pounds of force to lift, carry, push, pull of otherwise move objects.

    10. Manual dexterity to operate office, multimedia and computer equipment.

    11. Ability to drive to various school sites and meeting locations. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

    12. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. <u>Professional Qualifications</u>:

    1. Demonstrate highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.

    2. Ability to express oneself effectively in public, in conference and in writing, and to use these skills to lead professional development meetings.

3. Ability to provide leadership in the development and implementation of instructional practices.

4. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners and stakeholders.

5. Proven ability to work effectively with diverse groups and individuals.

6. Ability to effectively structure, organize, systematize and complete tasks and activities.

7. Ability to sustain and build upon regional partnership in the development of teacher credentialing program requirements and legislation.

8. Ability to implement program systems and services in order to implement research-based practice for new teacher recruitment, support and retention.

9. Proven ability to serve students with diverse needs including English language development and special education.

10. Must present verification of completion of Child Abuse Mandated Reporter Training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Bachelor's degree or higher from an accredited college or university.

2. Appropriate California Clear General and/or Special Education Teaching/Services Credential required.

3. Master's Degree desirable.

B. Experience:

1. Successful teaching experience in a general and/or special education classroom.

2. Successful experience in in developing and conducting professional development activities for teachers.

3. Successful experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.

4. Successful experience in developing and delivering effective instruction for English language learners and special education students.

5. Experience mentoring new teachers preferred.

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