



PROGRAM SPECIALIST – TEACHER DEVELOPMENT PROGRAM

Certificated Job Description

IMMEDIATE SUPERVISOR:

Program Coordinator

ESSENTIAL FUNCTIONS:

1. The Program Specialist –Teacher Development Program (TDP) focuses support services on the beginning steps of the Learning to Teach Continuum. The TDP provides support to Kern County school districts with the recruiting, supporting and training of prospective teachers. This work requires ongoing collaboration with university and district partners in order to support and retain teacher candidates in various preparation field-based models as beginning teachers.
2. The Program Specialist – Teacher Development Program will implement all aspects of the TDP according to the program partnership agreements and plans under the direction of the Program Coordinator.
3. Implementation of all components of the program.
4. Serve as a contact for district and university partners participating in the program.
5. Participate in statewide, regional and local activities required of the program.
6. Participate in appropriate trainings and serve as a trainer for districts participating in program.
7. Schedule and facilitates professional development activities specified in the program plan.
8. Keep accurate records of support and credentialing data to monitor program participant's progress and support needs.
9. Work with district and university personnel to monitor work and assess needs of program participants.
10. Support program evaluation and reporting.
11. Support teacher recruitment activities.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Knowledge of the fundamental principles of quality professional development, effective teaching, and teacher credentialing pathways.

2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in new teacher recruitment, new teacher support, pedagogy and instructional strategies
4. Knowledge of and willingness to stay abreast of effective instructional strategies and materials for special needs students including English language learners and special education.
5. 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.
6. 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. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Ability to sustain and build upon regional partnership in the development and implementation of teacher credentialing program requirements and legislation.
3. Ability to implement program systems and services in order to implement research-based practice for new teacher recruitment, support and retention
4. Proven ability to work effectively with diverse groups and individuals.
5. Ability to effectively structure, organize and systematize tasks and activities.
6. Proven ability to serve students with diverse needs including English language development and special education.
7. 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 Teaching/Services Credential required.
3. Master's degree preferred.

B. Experience:

1. A minimum of 5 years of successful teaching experience.
2. Successful experience as a district-assigned mentor for new teacher support.

3. Successful experience in coordinating and conducting professional development activities.
4. Experience in implementation and formative assessment of the California Standards for the Teaching Profession, content standards, frameworks, and student assessment.
5. Experience in developing and delivering effective instruction for English language learners and special education students.

TS: mm

6/15/2022

G:\Program Specialist – Teacher Development Program.docx