

DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:

Director, Yolo Teacher Intern Program

Basic Function:

Under the direction of the Executive Director, Teacher Induction the Teacher Intern Program Director is responsible to plan, develop, coordinate and maintain teacher preparation, including professional development and assessment, for Yolo County Consortium Teacher Intern Program. The Director maintains and monitors all major program components, services, relationships, and agreements: manages program staff and operations; coordinates program relationships and interactions among P-12 and higher education partners and participants; provides and participates in diverse professional development trainings; establishes liaison and communications with regional and state teacher intern and credentialing networks; produces program materials; conducts and analyzes program evaluations; provides required reports; and manages the program budget.

Essential Functions:

1. Plans, develops, coordinates and maintains teacher preparation, including professional development and assessment, for Yolo County Consortium Teacher Intern Program
2. Coordinates with district, county, regional and state agencies as needed to implement program requirements
3. Fosters and identifies placement opportunities for program participants in local educational agencies
4. Formulates and implements a communication plan to disseminate information to and from program participants
5. Coordinates the development and management of assessment instruments and program evaluation
6. Monitors budgets and expenditures; coordinates training sessions for program participants; maintains accurate records and completes reports
7. Establishes and maintains liaisons with universities, districts, and county, state and other related agencies
8. Selects, trains, supervises and evaluates staff as assigned; as a member of the Consortium Leadership Team, provides input and participates in program development and delivery for preliminary educator training;
9. Represents the Yolo County Consortium Teacher Intern Program at regional and statewide meetings as needed
10. Verify the completion of the approved intern program by formally submitting an application to the Commission on Teacher Credentialing.

11. Ensure that the appropriate verification of all teacher intern program requirements are met and are included with the application submitted to the Commission on Teacher Credentialing.
12. Maintain continuous contact and communications with district superintendents, personnel managers, and site administrators to provide legal information regarding roles, responsibilities, and documentation for accountability specific to teacher credentialing, hiring, and compliance processes.
13. Provide site administrators with up-to-date lists of program participants and reminders of their responsibilities for Teacher Intern Program implementation for the year.
14. Train district administrators as needed including school board members, superintendents, assistant superintendents, directors, and others.
15. Ensure that site administrators participate in Site Administrator training, and are regularly updated on program requirements.
16. Provide information on program changes to all stakeholders.
17. Supervise a system of support providers and other staff: hiring, contracts, training, certification, accountability, resources and collaboration involving participating teachers, site administrators, and district liaisons.
18. Supervise and support program staff, operations, information and materials development, production, and distribution, and accurate record-keeping.
19. Conduct ongoing formative and summative evaluation of services, relations, providers, participants, and products for program improvement, quality, consistency, and accountability.
20. Monitor and maintain program budgets, grants, contracts, and agreements.
21. Other duties as assigned.

Minimum Requirements:

Education, Training and Experience

- Possession of a Bachelor's degree in education or related field,
- Valid California administrative credential and
- Successful administrative experience required;
- Demonstrated success in the design, delivery administration, assessment and evaluation of educator training or professional development program at the K-12 and/or university level desirable.

Demonstrated Knowledge Of:

- Instructional support services; effective models of teacher education from pre-service through induction and continuing professional development;
- Assessment and evaluation strategies for teachers and programs;
- Goals, requirements, and guidelines for California teacher preparation programs;
- Techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures.

Demonstrated Ability To:

- Plan, implement, assess and evaluate programs;
- Communicate effectively in both oral and written forms;

- Effectively transmit knowledge and skill to others; generate and present professional development;
- Plan, develop, and conduct meetings and training programs;
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures;
- Select, train and supervise staff; work cooperatively and effectively with individuals and groups; maintain positive working relationships with various stakeholders.

Working Conditions

Sample Environment:

Office Environment.

Sample Physical Abilities:

Driving a vehicle to conduct work.

Approved by Board of Education on