

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9210
EXEMPT

TEACHER INDUCTION REVIEWER I

BASIC FUNCTION:

Under the direction of the Director, Teacher Development Program, provide effective, supportive and actionable feedback to Induction Coaches and Participating Teachers in the Induction Program; possess extensive knowledge and understanding of the vision, purpose and scope of the Office of the Fresno County Superintendent of Schools (FCSS) Teacher Induction Program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with Teacher Development Staff and share important insights and details about the teachers, coaches and their collaborative professional partnerships to ensure that all stakeholders are effectively supported.
- Commit to reading, reviewing, and providing feedback to teachers' and coaches' professional learning submission for one year.
- Understand the unique professional journey of each teacher and coach participating in the Teacher Induction Program and provide individualized, effective, and meaningful feedback to help support their professional development and continuous learning.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events concerning Teacher Induction.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE OF:

- FCSS Induction program and requirements.
- California Commission on Teacher Credentialing (CTC).
- California Standards for the Teaching Profession (CSTP).
- California Academic Student Content Standards.
- Common Core State Standards.
- Adult Learning theories.
- Best Coaching Practices
- Curriculum interpretation and application in assigned program or instructional area.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.

- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

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- Bachelor's degree.

EXPERIENCE:

- One year of experience in a Teacher Induction Program as an Induction Coach.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.

- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 04/01/2022