

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9225
EXEMPT

RURAL RESIDENCY PROGRAM UNIVERSITY LIAISON

BASIC FUNCTION:

Under the direction of the Director, Teacher Development and assigned supervisor, plan, organize, coordinate, and implement the operations and activities surrounding the Rural Teacher Residency Partnership (RTRP) between the Fresno County Superintendent of Schools (FCSS) and University Partners; plan workshops, trainings, and conferences to recruit, support and retain teachers through the teacher residency program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in developing the timeline of activities, services, and projects to be completed within the budget.
- Assist in planning and organizing the operations, activities within the RTRP; manage and direct overall program activities including meetings, events, and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Assist with course scheduling recommendations for faculty load and university instructional coach placement.
- Assist with program-level data collection and utilize data to continuously improve program implementation and impact.
- Collaborate with assigned supervisor and local education LEA to implement orientation sessions with mentor teachers.
- Collaborate with assigned supervisor, university faculty, and local education LEA with monitoring the admissions process and participating in the interviews with residents.
- Collaborate with the Director, Teacher Development, assigned supervisor and university faculty to implement orientation sessions with residents.
- Collaborate with the Director, Teacher Development, assigned supervisor, university faculty and local education agency to develop professional development activities, workshops and trainings to residents that align with the mission and vision of the residency partnership
- Communicate with key stakeholders what residents should know and be able to do within the residency experience.
- Develop relationships with residents and mentor teachers; provide support to residents to encourage development and progress within the program; facilitate collaboration and effective communication between the residents and mentor teachers.
- Ensure collaboration and coordination of required activities with instructors, and mentor teachers, LEA representatives regarding resident performance, progress, and needs.
- Monitor the gradual release of teaching responsibilities required of residents.
- Organize and attend meetings and special events with residents and mentors in collaboration with local education agency.
- Participate in networks, including but not limited to, the National Center for Teacher Residencies or CA Teacher Residency Lab, to gain new perspectives and ideas, exchange information, and share experiences and goals.
- Serve as a liaison between the Fresno County Superintendent of Schools (FCSS), university partners and the local education agency to effectively recruit, support, and retain teachers that will effectively teach the students within their community.
- Support resident recruitment efforts in collaboration with local education agency; send out communication regarding residency program; participate in information sessions.

- Support residents in navigating program logistics and new professional expectations
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- 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 liaison between County Superintendent and administrators, key stake holders, local education agency, personnel, outside or the public concerning assigned he Rural Teacher Residency Partnership.
- 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:

- Adult Learning theories.
- Basic budget preparation and control.
- Best Coaching Practices.
- California Department of Education (CDE).
- California Commission on Teacher Credentialing (CTC).
- California Teacher Residency Lab.
- Common Core State Standards.
- Culturally responsive practices.
- Curriculum interpretation and application in assigned program or instructional area.
- Effective classroom management strategies.
- Effective mediation techniques and methodologies.
- Multiple Subject Credential pathways.
- National Center for Teacher Residencies.
- 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:

- Establish and sustain trusting relationships with stakeholders.
- Analyze and evaluate situations accurately and adopt an effective course of action; effective problem-solving skills.
- 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.
- Solve complex problems and skills as they arise.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Three years of increasingly responsible experience working in the specialized content area.
- Developing and facilitating workshops for adults preferred.

LICENSURE AND OTHER REQUIREMENTS:

- 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 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: 08/12/2022