

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **TEMPORARY CERTIFICATED POSITION**

JCN: 9205  
NON-EXEMPT

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### **CAREER TECHNICAL EDUCATION (CTE) INDUCTION COACH/MENTOR**

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#### **BASIC FUNCTION:**

Under the direction of the Director, Career Technical Education (CTE) Induction, guide the Office of the Fresno County Superintendent of Schools (FCSS) CTE Credential Program participants toward innovative practices through collaboration, mentoring, modeling, and reflection; support the growth and development of Participating Teachers; possess extensive knowledge and understanding of the vision, purpose and scope of the FCSS CTE Credential Program and CTE Teacher Induction.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist program participants in creating and achieving professional goals for effective classroom instruction.
- Build and maintain relationships with industry partners to support CTE programs and connect program participants with relevant resources.
- Collaborate with CTE Credential Program staff to review program participants' progress, identify challenges, and develop strategies to promote continuous growth and development.
- Complete and submit monthly Collaboration Logs with program participants by the assigned due date.
- Cultivate and model a respectful, supportive, and professional working and learning environment.
- Implement effective coaching strategies to reflect on program participants' progress, provide constructive feedback, and facilitate their professional growth.
- Maintain accurate records of coaching activities and participant progress.
- Maintain regular communication with program participants and CTE Credential Program staff.
- Meet with program participants a minimum of one hour per week for collaboration, lesson design, goal setting, student work/data analysis, goal attainment review, and other program requirements.
- Mentor and provide feedback on classroom management, instructional strategies, student work analysis, instructional support, and developing skills to meet diverse student needs.
- Provide individualized mentoring and coaching to assigned CTE program participants (teachers) throughout their preliminary CTE credential process, for up to two years.
- Support program participants in analyzing student data to identify areas for growth and develop targeted interventions.
- Support program participants in creating and meeting professional goals for effective classroom instruction.
- Understand the unique professional journey of each teacher and coach participating in the CTE Credential 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.
- 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, personnel, outside organizations or the public concerning assigned area.
- 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.
- Best Coaching Practices.
- California Commission on Teacher Credentialing (CTC).
- California CTE Model Curriculum Standards.
- California Standards for the Teaching Profession (CSTP).
- California Teaching Performance Expectations (TPE)
- Common Core State Standards.
- Current industry trends and skills gaps in relevant CTE sectors.
- Curriculum interpretation and application in assigned programs or instructional area.
- Effective classroom management strategies.
- Learning Management System (LMS) platforms, educational technology, and industry-specific software.
- 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:

- Connect CTE curriculum to real-world applications and industry partnerships.
- Develop and deliver professional development workshops related to CTE instruction.
- Facilitate professional learning communities for CTE teachers.
- Manage timelines and meet time-related goals.
- Participate in coaching professional development throughout the year.
- Support teachers in using technology for communication, collaboration, and assessment.
- 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:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree preferred.

### **EXPERIENCE:**

- Three (3) years of successful CTE teaching experience and/or administrative experience in developing career pathways and CTE curriculum.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Clear California Teaching Credential and/or Clear California Career Technical Education Instruction 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 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:07/01/2025