

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – TEACHER INDUCTION

BASIC FUNCTION:

Under the direction of the Senior Director, Teacher Development, plan, develop, lead and oversee the operation, and activities within the Teacher Induction program; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with school districts, State Induction personnel, the California Commission on Teacher Credentialing (CTC), California Department of Education (CDE), colleges/universities, and other organizations as required for effective program activities.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the fields of teacher induction programs.
- Coordinate the planning, development, organization, and direction of operations and activities of the Teacher Induction program; oversee instructional program activities to assure compliance with state, county and federal policies, procedures, rules and regulations.
- Develop and assist FCSS and school district staff to plan, implement and conduct training sessions and other staff development activities, including, but not limited to Speed of Trust, The 7 Habits of Highly Effective People, and other effective coaching practices, including modeling best practices; conduct research to enhance content and keep up-to-date with relevant adult learning theories, best coaching practices, student engagement and student learning; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials.
- Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to the Teacher Induction program.
- Ensure the Teacher Induction program address issues of equity and inclusion, preparing new teachers to meet the diverse needs of students.
- Facilitate regular communication and collaboration between Induction Coaches, Induction teachers, school administrators, and program staff.
- In collaboration with the Senior Director of Teacher Development, maintain compliance and accreditation by managing the submission of required documentation to CTC, following all accreditation policies; ensure that program design and all supporting documents, curriculum, and program policies adhere to state requirements and program standards for teacher preparation.
- In collaboration with the Senior Director of Teacher Development, oversee and direct activities related to the CTC Accreditation Cycle including, but not limited to, Accreditation Data System (ADS), Preconditions, Common Standards, Program Standards, and Site Visit preparation.
- In collaboration with the Senior Director of Teacher Development, oversee budget development and any potential grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations.

- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to the Teacher Induction program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within the Teacher Induction program; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within the Teacher Induction program; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide technical information and assistance to the Senior Director, Teacher Development regarding needs, issues and progress related to Teacher Induction, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding Teacher Induction.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Verify participating teachers' fulfillment of all the Teacher Induction program requirements for clear credential prior to CTC application submission.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with the Senior Director, Teacher Development, directors, principals and site administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- 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:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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 teacher induction.
- Policies and objectives of Teacher Induction and activities.
- Local, State and federal laws and requirements concerning the Teacher Induction program, functions and instructional areas.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or training activities.
- Public speaking techniques.
- Research methods, report writing and record keeping techniques.
- Standards of training and providing work direction.
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:

- Plan, implement, assess, and evaluate program effectiveness.
- Deliver dynamic oral presentations and trainings.
- Develop and direct program activities for effective classroom teaching.
- Establish and maintain cooperative and effective working relationships with others.

- Meet schedules and timelines.
- Plan, organize, control and direct the operations and activities of Teacher Induction.
- Prepare and deliver oral presentations
- Promote culturally responsive teaching practices within Teacher Induction.
- 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.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- 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.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

- Five (5) years increasingly responsible experience.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service Credential.
- Valid California Administrative Services 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