

SAN MATEO COUNTY OFFICE OF EDUCATION DIRECTOR, TEACHER RESIDENCY PROGRAM

JOB SUMMARY:

Under the direction of the Executive Director, Teacher and Administrator Development, develop, continuously improve, and sustain the Teacher Residency Program. Work with San Mateo County School Districts to recruit a diverse cohort of teacher residents, provide professional development, coaching and program coordination for the same. Partner with the Alder Graduate School of Education to provide high quality, California Commission on Teacher Credentialing approved credential programs for teacher residents.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's degree or equivalent from an accredited college or university in education or related field
- Five or more years of teaching experience at the K-12 level
- Five or more years as a site administrator, including experience as a Principal

LICENSES & OTHER REQUIREMENTS:

Valid Clear Administrative Services Credential

ESSENTIAL DUTIES:

- Director of CTC accredited credential programs:
 - Teacher Residency in partnership with Alder Graduate School of Education (GSE)
- Work with Alder GSE Teams to recruit, select and enroll potential residents
- Recruit and establish relationships with potential district partners to facilitate the creation of their residency participation
- Learn values and priorities of district partners and systems
- Collaborate with district and/or site administrators to recruit and select teacher mentors, and to establish mentor/resident partnerships
- Supervise managers, teachers, mentors and administrative assistants as it relates to the Teacher Residency program;
- Serve as SMCOE liaison to all districts and school sites participating in the Teacher Residency cohort;
- Establish ongoing, effective communication systems with district partners, administrators, mentors and residents
- Participate in all Alder GSE Director meetings, retreats, professional development, etc.
- Implement and monitor data collection, reporting and compliance with all Commission on Teacher Credentialing and Commission on Accreditation requirements for credential programs;
- Design and deliver program content via in person and online courses for Teacher Residency program (design content, instruct, assess and provide feedback to program participants);

- Coach site or district administrators and advise aspiring teachers towards the successful completion of the graduate program and residency
- Lead the use and development of a suite of online learning offerings via Canvas, online learning platform;
- Provide coaching, and other professional learning to both residents and their mentors;
- Support fully a commitment to equity-centered schools and classrooms, through the promotion of effective practices demonstrated to eliminate the opportunity and achievement gap for students (students of color, English Language Learners, students in low socio-economic status, students with disabilities, etc.);
- Develop and monitor a budget for the Teacher Residency Program, and follow all of the prescribed fiscal procedures established by the San Mateo County Office of Education;
- Establish systems for ongoing monitoring of program content, feedback from participants and monitoring of program data;
- Prepare all data submissions to the California Commission on Teacher Credentialing on behalf of the Teacher Residency program;
- Seek new opportunities, including funding, to expand the Teacher Residency Program to serve the needs of San Mateo County educators;
- Attend all regional and statewide meetings related to the teacher residency credential programs;
- Select, train, supervise and evaluate assigned staff;
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Professional Standards for Teachers and Administrators and CCTC Program Standards;
- Elements of an effective teacher residency program;
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence;
- Principles and practices of project management, including planning, evaluation, timelines and budget;
- Available local, regional and state resources, and applicable State laws and requirements.

SKILLS AND ABILITY TO:

- Prepare and deliver effective professional development;
- Inspire and mobilize others; lead by example; work as part of a team;
- Communicate effectively both orally and in writing;
- Effectively manage a large project with multiple partners;
- Prepare and present a variety of reports and materials using appropriate technology;
- Facilitate groups in planning, problem solving and decision-making;
- Build and maintain collaborative relationships with diverse individuals and groups;
- Strategically align programs and coordinate within SMCOE to leverage programs for teachers and administrators.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.