

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: DIRECTOR I – NEW TEACHER SUPPORT, PROFESSIONAL DEVELOPMENT & MAGNET SCHOOLS

QUALIFICATIONS:

1. California administrative credential
2. Master's degree in field of education desirable
3. Experience in curriculum implementation, instructional supervision, and the development/delivery of professional growth activities
4. Ability to interact and communicate with people in a positive manner to achieve district goals and objectives
5. Knowledge and ability to assess deficiencies in classroom instruction and insight to prescribe instructional techniques, materials and personnel to make effective corrections
6. Demonstrated administrative and supervisory abilities
7. Ability to provide leadership in planning programs for professional development

FUNCTION: To provide training and support for teachers and administrators in the delivery of high quality classroom instruction

REPORTS TO: Superintendent

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers budgets for teacher support programs, professional development activities, magnet schools and all other specific assigned programs
2. Plans and prepares reports and special projects as assigned which relate to areas of responsibility
3. Keeps fully informed as to legislative and State Department of Education guidelines which relate to teacher support, professional development, magnet schools; works with governmental and other educational agencies as required
4. Manages and coordinates the district mentor teacher program
5. Plans and coordinates professional development programs designed to maintain and improve teaching skills and abilities of district staff
6. Provides resource assistance for pre-intern, intern and probationary teachers in order to improve instruction as requested by Principals and Directors of School Instruction
7. Provides leadership and manages the Beginning Teacher Support & Assessment (BTSA) program
8. Manages and coordinates the District GATE program
9. Works in cooperation with the Personnel Department, local universities, and other agencies in supporting district Pre-Intern/Intern teachers
10. Implements the Peer Assistance and Review program as outlined in the Education Code and the Bakersfield Elementary Teachers Association collective bargaining agreement
11. Works in cooperation with the Director I – Curriculum and Standards in providing curricular, instructional, professional development, and teacher support services to school sites
12. Attends Board of Education meetings

13. Performs other related duties as assigned by the Assistant Superintendent of Instructional Services

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

8/00