

TITLE: PROGRAM MANAGER - NEW TEACHER SUPPORT

QUALIFICATIONS:

1. California elementary administrative credential
2. Master's degree
3. Successful experience in classroom teaching
4. Ability to work effectively with district and school-level administrators and staff
5. Evidence of successful experience working with new teachers to assess classroom instruction and insight to prescribe instructional techniques, materials and personnel to improve instruction
6. Successful experience designing and coordinating professional development activities

REPORTS TO: Director I - Curriculum, Instruction and Professional Development

SUPERVISES: Staff as assigned

JOB GOAL: To successfully coordinate new teacher assistance, professional development and technology programs to improve instructional delivery

PERFORMANCE RESPONSIBILITIES:

1. Plans and coordinates activities to provide assistance to new teachers
2. Provides resource assistance to probationary and intern teachers to improve instruction as requested
3. Assists in management and coordination of district mentor teacher program
4. Plans and coordinates professional development program designed to improve teaching skills and abilities of district staff
5. Conducts necessary review and needs assessments to determine priorities for professional development
6. Assists in determining processes to be used for monitoring and evaluating professional development programs
7. Provides assistance to district teachers, staff and parents toward improvement of instructional techniques and planning
8. Manages and coordinates implementation of district technology plan and program
9. Coordinates the planning, development and production of instructional programming for district studio
10. Provides leadership and expertise in evaluating, selecting, managing and using emerging technologies
11. Works collaboratively with district grant writer to secure funds for instructional programs
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 19

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