

REDLANDS UNIFIED SCHOOL DISTRICT

Job Description

TITLE Coordinator, Early Childhood Development and Teacher Induction

QUALIFICATIONS

**CREDENTIAL:** Clear Teaching Credential and Preliminary or Clear Administrative Services Credential

**EDUCATION:** Equivalent to completion of a Master of Arts degree or higher from an accredited college or university in educational administration, educational leadership, or closely related areas.

**EXPERIENCE:** Five or more years of teaching and/or public education administrative or supervisory experience.

**PERSONAL**

**QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF THE POSITION

The Coordinator, Early Childhood Development and Teacher Induction, will work collaboratively with the Director, Elementary Education, and the Director, Human Resources, to develop, implement and maintain programs and resources directly related to the Early Childhood Development Continuum, including Preschool, Transitional Kindergarten (TK) and Kindergarten; all major Induction, Clear Education Specialist, Administrative Induction and Peer Assistance and Review (PAR) program components, relationships, and agreements; manage program staff and participant involvement; coordinate program relationships and interaction; participate in and provide diverse professional development training for teachers and administrators in these programs; establish liaisons and communications with regional and state Induction and the Association of California School Administrator's (ACSA) networks, San Bernardino County Superintendent of Schools (SBCSS); produce program materials; conduct program evaluations; and provide required reports.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the duties of the Coordinator, Early Childhood Development and Teacher Induction shall be as follows:

1. Maintain and manage the daily operations at multiple State Preschool sites, including regular visits and meetings with personnel. May provide oversight of the District RSEED program.
2. Monitor student enrollment to meet program guidelines.
3. Conduct meetings and provide information and guidance for students, staff, parents, district personnel, health care professionals, agency personnel and others.
4. Monitor curriculum implementation and support personnel in State Preschool, General Education Preschool, Early Childhood Programs, such as Transitional Kindergarten and Kindergarten, including

lesson design, assessments, and standards-based instruction.

5. Coordinate and oversee the Induction, Clear Education Specialist, Administrative Induction, and PAR programs following regional, state, and local guidelines.
6. Complete necessary training to stay current with various New Teacher Formative Assessment Programs.
7. Oversee the District New Teacher Induction and Peer Assistance and Review (PAR) programs.
8. Actively participate in the planning and implementation of professional development training and instructional coaching.
9. Coordinate and implement a system to ensure meaningful, ongoing administrative training in Teacher Induction, Peer Assistance and Review (PAR), and California Professional Standards for Educational Leaders (CPSEL).
10. Coordinate the assignment of participating teachers to Induction Reflective Coaches and Peer Assistance and Review (PAR) Consultant Teachers.
11. Develop and oversee programmatic budgets.
12. Plan, organize, and facilitate the New Teacher (Certificated Employee) Orientation program.
13. Serve as the District Agency Representative and attend all applicable meetings.
14. Collect and analyze Teacher Induction surveys and retention data to determine practices that may positively influence the recruitment and retention of high-quality educators.
15. Assist the Director, Human Resources, in the recruitment and selection of new teachers and certificated employees.
16. Gather data and prepare reports related to teacher recruitment, Induction, retention, attrition, and the District Peer Assistance and Review (PAR) program.
17. Assure appropriate credentialing for specified assignments.
18. Assist with the coordination of District goals, objectives, guidelines, and strategies for implementation pertaining to the Peer Assistance program and the New Teacher Induction program.
19. Assist with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources Division.
20. Supervise and evaluate assigned staff.
21. Establish annual goals, objectives, and indicators of job attainment.
22. Provide timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or schools.
23. Perform other duties as assigned.