

Sweetwater Union High School District

BTSA/INDUCTION PROGRAM MANAGER

Purpose Statement

The job of BTSA/Induction Program Manager is done for the purpose/s of researching, developing and implementing program specific information and processes; ensuring effective and efficient program functioning; and assessing program effectiveness and compliance with all relevant laws and regulations.

Essential Functions

- Directs assigned program components (e.g. BTSA / Induction program, professional development, grants, etc.) for the purpose of ensuring the success of assigned program(s) and compliance with local, state and federal regulations.
- Responds to all program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, assisting new teachers and complying with all relevant regulations.
- Coordinates and participate in meetings, conferences, workshops, etc. (e.g. BTSA / Induction program advisory programs, in-service programs, college/university collaboration networks, etc.) for the purpose of understanding and/or communicating program changes and/or updating/implementing district policies and procedures.
- Communicates with a variety of parties (e.g. professional organizations, other districts, state agencies, colleges, Future Teacher Clubs, etc.) for the purpose of ensuring program effectiveness, assisting new teachers and complying with all relevant regulations.
- Conducts formal and informal program reviews, including collecting evidence for induction standards for the purpose of ensuring program compliance and identifying areas for improvement.
- Facilitates meetings with various internal and external parties (e.g. district staff and administration, professional organizations, colleges, etc.) for the purpose of coordinating activities and ensuring that program outcomes achieve school, district and/or state objectives for new teacher support and licensure.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Prepares written materials (e.g. reports, memos, letters, requests, forms, budgets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains a variety of manual and electronic documents, files and records (e.g. teacher induction and credential records, program reports, etc.) for the purpose of ensuring program effectiveness, confidentiality and complying with mandated licensure/state reporting requirements and grant provisions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform budget preparation and administration; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate telephone etiquette; stages of child and adolescent development; leadership practices; and effective instructional strategies.

ABILITY is required to organize a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of certificated secondary public or private school experience, and a working knowledge of applicable program.

Required Testing

None Specified

Certificates

California Teaching Credential
California Administrative Services Credential

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224