

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Director, Teacher Preparation and Support	<b>REPORTS TO:</b>	Executive Director, Leadership and Learning
<b>DEPARTMENT:</b>	Teacher Preparation and Support	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034 AASD
<b>REVISED:</b>	April 29, 2014		

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**BASIC FUNCTION:**

Direct and manage the operation of the Teacher Preparation and Support Department which is focused on the effective implementation of programs aimed at supporting, evaluating, and directing the preparation of professional educators. These programs include: Future Educators of America (FEA), Student Teaching, Teacher Preparation, BTSA Induction, National Board for Professional Teaching Standards (NBPTS), Peer Assistance and Review (PAR) and Teacher Intern Programs; supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E = Essential Functions***

Provide leadership, direction, and supervision for the operations and assigned staff of the Teacher Preparation and Support Department. ***E***

Oversee the Beginning Teacher Support and Assessment (BTSA) Induction Program Manager in the direction of program and policy development that meets the Standard of Quality and Effectiveness for Professional Teacher Induction Programs in compliance with SB2042; responsible for the design and delivery of district wide seminars including ongoing professional development for new teachers and support providers; support provider selection and assignments; conduct annual program evaluation and retention studies, recommend candidates for California Clear Credentials and prepare annual documents for CCTC accreditation and program reviews. ***E***

Oversee the design, delivery, and evaluation of annual K-12 New Teacher Orientation (NTO), including convening and leading the work of staff from curriculum departments in NTO design, training facilitators and presenters, contacting newly hired teachers, etc. ***E***

Direct implementation of the district's Peer assistance and Review (PAR) program; interpret, develop and disseminate policies and procedures in accordance with legislation and contract negotiated requirements and provide training for the PAR Joint Panel, principals and department heads. Organize the consulting teacher selection process and supervise, support, and evaluate consulting teachers. ***E***

Advise and collaborate with the Chief Financial Officer to develop a formula for distributing assistance funds to sites, and advise principals and division and department heads in program operations. *E*

Oversee the coordination of the District's Future Educators of America (FEA) Program; coordinate activities with local community colleges and universities; provide professional development for club coordinators; seek state and federal funding to support club activities; and oversee the coordination of annual conferences and seminars. *E*

Provide leadership and oversight of the district's Student Teaching Program, including agreements between universities and the Office of Teaching and Learning for student teacher placement; the supervision of teacher training and quality of student teacher/supervising teacher matches; negotiate student teaching agreements with universities; work collaboratively with instructional leaders to identify and review processes on an annual basis. *E*

Oversee Intern Program Manager in the direction of all pre-intern and intern programs (special education, general education and university), including collaboration with district curriculum directors, special education division, human resources division and university faculty to identify and ensure appropriate placement and ongoing monitoring of pre-interns and interns; development of university level pre-service coursework and fieldwork experiences aligned with district priorities and instructional initiatives; hiring and supervision of instructors; training and supervision of resource teachers serving as intern support providers; collaborating with principals and university supervisors to assess intern progress. *E*

Oversee advisement of pre-interns and design of individual course of study, design and deliver subject matter test preparation (CSET) coursework and summer coursework; identify supervise, and evaluate instructors; secure facilities to house classes; and assign, train, and monitor pre-intern support providers. *E*

Oversee and direct staff in working with the CCTC to ensure applicants meet requirements; secure pre-intern certificates and intern credentials; recommend interns for California teaching credentials and prepare annual documents for CCTC accreditation and program reviews. *E*

Oversee the development of new district intern programs in accordance with CCTC program standards and requirements, to address district staffing needs in compliance with the Elementary and Secondary Education Act requiring a highly qualified teacher in every classroom. *E*

Oversee the implementation of the district's National Board for Professional Teaching Standards (NBPTS) certification program, including conducting informational meetings; communicate and exchange information with state and national NBPTS staff. *E*

Plan, supervise, and direct department business operations; prepare accurate income projections; develop and manage budgets, monitor expenses, and maintain knowledge of audit requirements for the following programs: Future Educators of America (FEA), Student Teaching, Teacher Preparation, BTSA Induction, National Board for Professional Teaching Standards (NBPTS), Peer Assistance and Review (PAR) and Teacher Intern Programs. *E*

Work with the Office of the Superintendent and the Human Resource Services Division to identify and implement teacher recruitment and preparation strategies that ensure the district has priority in hiring the most qualified candidates; represent the district and advise community college and university deans and faculty in the areas of teacher recruitment, preparation, induction, and professional development. *E*

Maintain current knowledge of applicable provisions of state and federal laws, rules, and regulations, and district policies and procedures for all programs; ensure district compliance; develop and implement policies and procedures for legislated mandates ensuring district curricular and instructional priorities are supported and state mandates are met. *E*

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Support and evaluate the performance of assigned staff; provide continuing professional development for the department staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

May represent the interests of the department in collective contract negotiations with union groups that support the district's strategic direction for assigned programs. *E*

Represent the district on various district committees and workgroups including the Teacher Preparation and Induction Advisory Board, Intern Advisory Committee, and Teacher Pipeline Committee. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a master's degree in education or related field and seven years of recent, directly related experience in educational leadership assignments. Experience with Beginning Teacher Support and Assessment (BTSA) is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.

District curriculum and instructional initiatives and strategies.

University systems.

Teacher credential requirements and teacher preparation options.

Legislation, state and federal laws, California Education Code, and district policies and procedures related to teacher induction and professional development for general and special education.

California Commission on Teacher Credentialing (CCTC) teacher preparation and induction program standards, Teacher Performance Assessments (TPA's), California Standards for the Teaching Profession (CSTP), and California Formative Assessment and Support System for Teachers.

Principles and techniques of budget preparation and control.

Oral and written communication skills.  
Principles and practices of administration, supervision, and training.  
Applicable laws, codes, regulations, policies, and procedures.  
Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Design, deliver, and evaluate professional development systems.  
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.  
Plan and organize programs.  
Communicate effectively both orally and in writing.  
Analyze problems, make decisions, and be responsible for those decisions.  
Operate a computer and related office equipment.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

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