



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CERTIFICATED MANAGEMENT JOB DESCRIPTION

**JOB TITLE:** **Manager of Teacher Induction and Professional Learning**

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction  
Deputy Superintendent of Human Resources and Student Services

**SITE:** District Office **WORK YEAR:** 214 Days

**CLASSIFICATION:** Certificated Administrator

**SALARY:** Level 4  
Administrator/Manager Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES: 11-18-2021** **EFFECTIVE DATE:**

---

### **Job Summary:**

Under the direction of the Deputy Superintendent of Human Resources and Student Services, coordinate both the Teacher Induction and the Instructional Coaching program. The Teacher Induction Program supports teachers new to the profession in developing their practice and in meeting the requirements for obtaining a recommendation for a Clear Credential. The Instructional Coaching Program is designed to support teacher professional growth through the employee evaluation process.

Under the direction of the Assistant Superintendent of Curriculum and Instruction, direct the New Teacher Support Program and coordinate District level professional learning events in alignment with District goals and priorities.

### **JOB ESSENTIAL FUNCTIONS:**

#### **New Teacher Support Program: All Newly Hired Teachers**

- Work collaboratively with Human Resources to communicate and coordinate New Teacher Orientation and New Teacher Support Program dates and requirements.
- Develop and facilitate Orientation and New Teacher Support Workshops in collaboration with District and site leadership on topics in alignment with District identified professional learning priorities.
- Communicate with site and District administrators on New Teacher Program participation and effectiveness.
- Develop and maintain the New Teacher Program budget.

#### **Teacher Induction Program**

- Plan, coordinate, and manage ongoing operations of the SMUHSD Teacher Induction Program, including professional development, training, and technical assistance for participants, mentors and program partners
- Develop and maintain Induction and Mentor courses and provide feedback on program participant submissions through the Learning Management System.
- Monitor program implementation and ensure requirements are met within established budget and timelines;

- Establish and maintain an effective communication system with program partners, including liaisons with universities, districts, counties, state department of education and other related agencies.
- Ensure the program meets California Teaching Commission conditions and standards for teacher induction: oversee the maintenance of accurate records and complete reports; assess and evaluate work of program participants; monitor the progress of candidates toward completion;
- Ensure the program is in compliance with accreditation standards, prepare and submit required CTC reports and maintain documentation in accordance with accreditation requirements.
- Mentor new teachers in the clear credential process in a collaborative model of observation, feedback, application and reflection to promote professional growth and continuous improvement.
- Provide mentorship and feedback to new and veteran induction mentors.
- Work collaboratively with site administrators on the identification, selection, and matching of mentors with teachers participating in the program.
- Work collaboratively with Human Resources on the identification, communication, and enrollment of induction eligible teachers into the Induction program.
- Work collaboratively with Human Resources on credential monitoring and clear credential recommendation processes.

### **Instructional Coaching Program**

- Provide overall leadership in planning, developing, scheduling, implementing, and evaluating the Instructional Coaching Program implementing a growth oriented model of collaborative coaching and feedback.
- Develop evaluation related training materials, provide feedback on evaluation processes and forms, facilitate Instructional Coach professional learning, and coordinate site assignment of Instructional Coaches.
- Maintain written and verbal evidence of teachers' progress toward their growth goal in compliance with the guidelines outlined in the Teacher Evaluation Handbook.
- Manage and facilitate the training of instructional coaches in alignment with research based coaching practices, and priorities as outlined in the District Professional Development plan.
- Provide coaches feedback and support on the efficacy of their coaching.
- Collaborate with administrators in the hiring of instructional coaches and mentors.
- Support data collection and analysis for program improvement.
- Communicate with site administrators regarding evaluation timelines, due dates, documentation and feedback processes.

### **Professional Learning**

- Work in collaboration with the District Instructional Leadership Team to: identify District professional learning priorities, design District wide professional development days, align site professional development activities, and the integration of MTSS Tier 1 supports.
- Assist in the support and coordination of professional learning activities across the District in collaboration with the District Instructional Leadership Team.

- Support the aggregation of data and development of surveys to inform and monitor professional learning in alignment with District priorities.
- Prepare and submit reports to the Board of Trustees on District professional development activities as requested.
- Attend professional learning workshops at the San Mateo County Office of Education and other agencies in order to stay current on research based best practices, and facilitate the sharing of these practices and opportunities across the District.
- Maintain affiliations for professional organizations at the local, state, and national level.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Credentials and Experience**

- Possession of a California Administrative Services Credential.
- Possession of a valid California Teaching Credential
- Master's Degree desirable.
- Evidence of site or District leadership in educational programs or initiatives.
- Five (5) years successful high school teaching experience.
- Minimum of three years experience with instructional coaching and use of formative assessment cycles for teacher growth required.
- Experience with mentoring/ coaching beginning teachers is desirable.

**Knowledge of/ Skills**

- Knowledge of teacher development, including leading and designing professional development and Adult Learning Theory.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development, formative assessment, social emotional learning, education technology and culturally relevant teaching.
- Experience with and/or previous training in developing culturally responsive and anti-racist pedagogy/ curriculum.
- Experience working with a wide range of students with diverse learning needs.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various software platforms such as G Suite for Education and Microsoft Office (documents, slides, spreadsheets, forms), Canvas (or similar learning management system), and Aeries (or similar student data system).

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.