

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **MANAGER, SANTA CRUZ/SILICON VALLEY NEW TEACHER PROJECT**

#### **DEFINITION**

Under direction, to direct, supervise, plan and coordinate the activities and operations of the Santa Cruz/Silicon Valley New Teacher Project within the Santa Cruz County Office of Education; to coordinate assigned activities with other departments, outside agencies, the general public and districts in the consortium; and to provide responsible and complex staff assistance to the Executive Director of the New Teacher Center.

#### **SUPERVISION EXERCISED**

Exercise direct supervision over professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participate in the development and implementation of Beginning Teacher Support and Assessment (BTSA) Induction program including goals, objectives, policies, and priorities; identify resource needs; recommend and implement policies and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to identify and develop skills, knowledge and talents; correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the Project's work plan as it relates to both the SCCOE and the New Teacher Project (NTP).

Meet with NTP leadership team to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Assist in the development of university based courses as they pertain to BTSA Induction and develop internal processes for registration, monitoring and assignment of grades.

Manage the Veteran Teacher Observation reimbursement process with Silicon Valley, and the counties of Santa Cruz, Monterey and San Benito.

Coordinate assigned services and activities with those of other departments and outside agencies and organizations to increase overall effectiveness of programs.

Develop memorandums of understanding for partner districts and private schools.

Develop contracts/MOUs with outside contractors.

Develop, administer and monitor the annual BTSA Induction budget; forecast additional funds needed for staffing, equipment, materials, and supplies; approve expenditures; recommend adjustments as necessary.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Assist in budget development and finalize budget for the Silicon Valley portion of the New Teacher Project; finalize budget development in conjunction with the New Teacher Center as it relates to subcontracts with Teachers By Assignment (TBAs).

Direct and perform technical accounting work in the preparation and submission of local and state financial reports.

Prepare and present staff reports and other necessary correspondence.

Attend state, regional and local BTSA meetings as required.

Serve as a member of the New Teacher Project Local Leadership Team.

Serve as a member of the New Teacher Project Organizational Management Team.

Serve as a member of the Santa Cruz County Office of Education Management Team.

Serve as a member of the New Teacher Project Collaborative Team.

Serve as member of the Learning to Teacher Committee.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in relative service areas.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a BTSA Induction program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of the Commission on Teacher Credentialing as it relates to the Induction Program and the participating teachers.

Principles of budgeting and contract administration.

Principles of grand funded program administration.

Principles of supervision, training and performance evaluation.

**Knowledge of (continued):**

Pertinent state and local laws, codes and regulations pertaining to BTSA Induction.; fiscal record keeping and reporting,

Methods and techniques of research, analysis, and report preparation.

Modern office practices, methods, and computer equipment.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Provide administrative and professional leadership and direction for SCCOE and NTP administration.

Select, supervise, train, and evaluate staff.

Recommend and implement goals, objectives, and practices for providing effective and efficient implementation of program services.

Prepare and administer budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply state, local policies, procedures, laws and regulations.

Research, compile and collect data and information.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major course work in public administration, financial management or a related field.

**Experience:**

Four years of increasingly responsible accounting, business or human resource administration, including supervisory experience. Experience in a school district or county office of education is preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** August, 2008