

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
DIRECTOR, SANTA CRUZ/SILICON VALLEY NEW TEACHER PROJECT  
(Silicon Valley)**

**DEFINITION**

Operated by the Santa Cruz County Office of Education, the SC/SVNTP is a California Commission on Teacher Credentialing- accredited Induction program for both general education teachers and education specialists holding a preliminary credential. The SC/SVNTP functions in service to students and in partnership with over 34 districts and charters throughout San Benito, Santa Clara and Santa Cruz Counties. Under general direction of the Senior Director of Santa Cruz/Silicon Valley New Teacher Project, the **Silicon Valley Director** will direct, supervise, plan and coordinate the activities and operations of the **Silicon Valley side of the** Santa Cruz/Silicon Valley New Teacher Project as well as coordinate assigned activities with other departments, outside agencies, the general public and districts in the consortium.

**SUPERVISION EXERCISED**

Exercise direct supervision over professional staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

**Program Implementation**

Honor and implement the mission of the SC/SVNTP, and collaborate with participating districts to partner highly trained mentors with teachers in order to earn their California Clear Teaching Credential. Through an individualized goal focused approach, guide teachers and mentors in strengthening best practices within and beyond the classroom as outlined in the California Standards for the Teaching Profession (CSTP) to ensure the growth of all students.

Uphold our core values of equity, responsiveness, positive presupposition, reflective dialogue, and inquiry stance.

As a member of the SC/SVNTP leadership team, develop and implement the Induction program including goals, objectives, policies, and priorities; identify resource needs; recommend and implement policies and procedures.

As a program leader, make decisions, identify and resolve problems, assign work activities and projects, monitor workflow, and review and evaluate work products, methods and procedures.

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

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

**Program Implementation (Continued)**

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 Santa Cruz County Office of Education and the Santa Cruz/Silicon Valley New Teacher Project.

Assist in the development and implementation of Induction job-embedded support and develop internal processes for monitoring growth of participating mentors and teachers.

Mentor a caseload of participating teachers.

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

Support the development of memorandums of understanding for partner districts, charter and private schools.

Assist in budget development.

**Data Collection and Analysis**

Direct and perform technical accounting work in the preparation and submission of local and state reports. Prepare and present staff reports and other necessary correspondence.

**Stakeholder Communication and Support:**

Consortium Leadership: In collaboration with the SC/SVNTP leadership team, plan and deliver quarterly Steering Committee meetings, and lead fall and spring district visits/check-ins with district/charter leadership.

Community Outreach: Design and implement outreach strategies for participating districts and the wider community including an annual fall breakfast, literature, website, etc.

State-wide Leadership: Attend and participate in state, regional and local Induction meetings as required.

Develop the leadership capacity of SC/SVNTP mentors and coaches via one on one mentoring, in-field coaching, and/or small group mentoring

Serve as a member of the SC/SVNTP Organizational Management Team. Collaborate with leadership team to implement evaluation instruments to collect program data for the accreditation process, to write reports and to develop a program improvement plan

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

Attend and participate in professional group meetings; stay abreast of new trends and innovations in relative service areas. Co-plan, coordinate, implement, deliver new academies and ongoing forums

Respond to and resolve difficult and sensitive inquiries and complaints from both site level and senior cabinet level administrators.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of an Induction program.

New Teacher Center (NTC) Formative Assessment System (FAS) Induction model and/or the SC/SVNTP Induction Model.

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.

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

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

Modern office practices, methods, and computer equipment.

Work independently and complete tasks quickly with little management.

Engage in flexible thinking, can see the big picture and details, and adjust thinking when needed. Consider multiple points of view and be comfortable with non-closure.

Be an active listener. Clearly articulate ideas and negotiate meaning with a variety of stakeholders with grace, even in difficult situations. Speak confidently before a range of audiences including local governing boards.

Preference for those with recent or current experience as mentors or leaders in SC/SVNTP leadership and school districts.

Work quickly and efficiently on a range of projects.

Navigate various technologies including Google platforms, digital video, social media, and website design.

Own/have access to a car and willing to do long distance driving at times and operate this vehicle safely.

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

Provide administrative and professional leadership and direction for SCCOE and SC/SVNTTP administration.

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

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.

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:**

Master's Degree or Higher Preferred.

A valid California Teaching Credential **and** valid California Administrative Services Credential.

#### **Experience:**

At least 5 years of successful K-12 teaching experience with a diverse student population.

Preference for several years of successful leadership experience.

Possession of, or ability to obtain, an appropriate, valid driver's license with California Auto Insurance.

### **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 ability to travel to different sites and locations out of the Santa Cruz County.