

## Teacher Support Specialist

### PRIMARY FUNCTION:

Under the supervision of the Director of Certificated Human Resources, or designee, the Teacher Support Specialist will work closely with novice, newly hired, and reassigned certificated staff throughout the district by providing assistance, guidance, and training opportunities, aimed at improving retention and employee support.

### ROLES AND RESPONSIBILITIES:

- Work with certificated staff to help them develop their professional practices and acclimate to the District culture.
- Support teachers by visiting their classrooms, modeling, coaching, conferencing and/or providing other assistance.
- Identify teacher needs and facilitate, seek out, and/or conduct training and support.
- Assist with credentialing requirements in accordance with the CTC.
- Maintain records of class visits and services provided.
- Work closely with teachers on university internship credentials, Provisional Internship Permits, Short Term Staffing Permits, and Long-Term Substitutes Assignments.
- Help provide supplies and equipment as needed.
- Assist with lesson planning and design.
- Arrange release time for teachers to observe best practices in other classrooms.
- Cover/substitute for teachers as needed to allow teachers to observe colleagues.
- Perform ongoing check-ins with new certificated staff.
- Facilitate and plan New Teacher Orientations Days at the beginning of the year.
- Facilitate and plan New Teacher Support Days throughout the year.
- Be utilized as a mentor option for teachers who are placed on a Peer Assistance and Review (PAR).
- Coordinate the Teacher Induction Program (TIP).
- Conduct new substitute initial training.
- Work with colleges and universities on student teacher placement.
- Serve as additional support to student teachers.
- Provide Professional Development for all certificated staff as needed.
- Assist with teacher recognition processes throughout the year.

### PRIMARY EVALUATOR/WORK LOCATION:

- Director of Certificated Human Resources
- Position to be located at District Office or as assigned
- May be required to travel to multiple school sites

### REQUIRED QUALIFICATIONS:

- Valid and appropriate California Teaching Credential
- Five (5) years of successful teaching experience
- Valid Driver's License

**DESIRED QUALIFICATIONS:**

- Understanding of instructional and classroom management strategies/resources.
- Experience with planning and leading professional learning for certificated staff.
- Strong leadership and communication skills.
- Experience with effective coaching and mentoring strategies.
- Ability to work effectively with colleagues, administrators, site/district staff, and other stakeholders.
- Creative, innovative, and self-motivated individual.

*\*The position will be posted at the District's discretion or every four (4) years.*