



# RIALTO UNIFIED SCHOOL DISTRICT

## AGENT: INDUCTION AND TEACHER SUPPORT SERVICES Management Job Description

### DEFINITION

Under the direction of the Personnel Administration, the Agent of Induction and Teacher Support Services plans, organizes, monitors and supervises the development, implementation and evaluation of the Rialto Induction Program and the Peer Assistance and Review Program (PAR). The Agent ensures that the Rialto Induction Program offers mentoring support to eligible teachers who hold valid Preliminary General Education or Preliminary Education Specialist Teaching Credentials. The Agent aligns the Induction Program to the state's adopted Induction Standards approved by the Commission on Teacher Credentialing and that the program is implemented to follow the guidelines of those standards so Participating Teachers can be recommended to receive their Clear General Education or Clear Education Specialist Teaching Credentials. The Agent supervises the PAR Program, which assists permanent teachers in need of development in subject matter knowledge or teaching strategies or both. The Agent, in collaboration with the Lead Personnel Agent and the Senior Director, Personnel Services, designs and implements the support module(s) for teachers who participate in PAR. The Agent of Induction and Teacher Support is responsible for the day-to-day operations of the Teacher Induction and PAR Program.

### ESSENTIAL DUTIES

- Collaborates with other District administrators to ensure the effective implementation of district goals as related to Induction and teacher support
- Supervises and coordinates the day-to-day operations of the Induction and PAR programs
- Supervises and monitors Induction Mentors (Support Providers) and determining teacher eligibility for Induction
- Assigns Induction Mentors to Participating Teachers based on need
- Develops, designs and implements professional development for participating Induction Teachers based on their Individual Learning Plans (ILPs), as stated in Induction Standards
- Provides Project Based Learning Opportunities for Participating Teachers
- Provides continuous professional development and learning opportunities for all Induction Mentors (Support Providers)
- Creates multiple opportunities for Induction Program unit evaluation
- Provides updated Induction and PAR information to district and site administrators
- Organizes the PAR panel
- Reviews PAR referrals
- Provides training for Joint Panel Members
- Assists in the selection of the Consulting Teachers
- Provides staff development for Consulting Teachers
- Reviews reports from Consulting Teachers
- Develops a wide array of collaborations to improve the quality of educator instruction
- Performs other duties as assigned by the Personnel Administrators

### QUALIFICATIONS

**Knowledge of:** Research, principles and practices of the Teacher Induction Program, Peer Assistance Review and the California Standards for the Teaching Profession; Principles and practices of program management, planning, budgeting and evaluation; Adult learning theory; as well as Curriculum, instruction and assessment.

**Ability to:** Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance to applicable program regulations and requirements; Effectively use time and resources to accomplish project objectives; Effectively use oral and written communication among and to program individuals and institutions; and Demonstrate experience in successful teaching methods.

### EXPERIENCE AND EDUCATION

**Experience:** Eight (8) years of successful teaching experience and Five (5) years administrative experience with a minimum of three (3) years' experience as a principal; Have a proven ability to perform a high level of competence in positions of leadership and responsibility.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

**PHYSICAL DEMANDS****Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes