



## RIALTO UNIFIED SCHOOL DISTRICT

### PROGRAM SPECIALIST (TEACHER RESIDENCY PROGRAM) Job Description

#### DEFINITION:

Teacher Residency Program Specialist will work under the direction of the Lead Personnel Agent, to meet the goals of: 1) Ensuring aspiring teachers have high-quality opportunities and supports while they learn to teach and 2) Supporting the instructional and staffing needs of local schools and the Rialto Unified School District. Plan, organize, supervise, and facilitate the daily operations of the Teacher Residency Program (TRP) under grant funding while also expanding the program for a sustainable future outside of the grant funding.

#### ESSENTIAL DUTIES:

Under the direction of the Lead Agent of Personnel, coordinate and collaborate with school sites, Institutions of Higher Education (IHE), and District Leaders to develop, enhance, and sustain the RUSD Teacher Residency Program. The following are examples of duties and functions:

- Collaborate in the recruitment, interview, and selection of highly qualified candidates to ensure that RUSD has exemplary staff who meet the holistic needs and nurture the aspirations of each student.
- Collaborate with Lead Agents to maintain the operations of an Effective California Teacher Residency Program.
- Responsible for maintaining Teacher Residency Grant compliance.
- Collaborate with Credential Analyst to ensure compliance with the Commission on Teacher Credentialing.
- Conduct interest meetings for recruitment efforts; prepare presentations for stakeholders on program progress.
- Support program data tracking and contribute to project reports as required by funding sources.
- Conduct regular site visits to monitor and ensure compliance with program standards.
- Provide coaching and feedback to Resident and Mentor Teachers.
- Maintain strong connections/partnerships with local IHEs and LEAs.
- Facilitate monthly professional development for Mentors focused on equitable and reflective practices, co-teaching, and coaching strategies.
- Facilitate weekly professional development for Residents on equity, culturally responsive pedagogy, student engagement, classroom management, lesson planning, differentiation, data-based decision-making, and reflective practices.
- Responsible for developing and monitoring curriculum, materials, and methodology used for professional development training modules.
- Monitor the use of an inquiry (plan, teach, reflect, apply) cycle and provide an assistance plan as needed.
- Monitor and cultivate the Mentor-Resident relationship.
- Attend meetings, recruitment fairs, conferences, and professional development training.
- Alignment of IHE and LEA curriculum to eliminate duplication of coursework.
- Performs other duties as assigned.

**KNOWLEDGE OF:**

- Commission on Teacher Credentialing: Teacher Residency Grant Structures (Capacity, Implementation, Expansion)
- Eight (8) Characteristics of an Effective California Teacher Residency Program
- Statewide Residency Technical Assistance Center
- California Teacher Residency Lab
- Research, principles and practices of the Teacher Induction Program and the California Standards for the Teaching Profession
- Principles and practices of Adult Learning Theory
- Areas of vacancies based on credential needs

**QUALIFICATIONS:**

- Possession of a Master’s Degree or higher from an accredited university
- Possession of a valid California Clear Teaching Credential
- Five (5) years of exemplary classroom teaching and/or teacher support experience
- Five (5) years of certificated experience
- Three (3) years of experience in a leadership capacity
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility
- Experience in working with key school and district personnel, community-based organizations, and education stakeholders
- Possession of a valid California Driver’s License; must have available private transportation

**Physical class:**

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**Work area requirements:**

Ability to use common school hand tools, computer, telephone and photocopy machine; Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas; Spend up to 3 hours a week outside.

**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: Occasionally
	Carrying: Frequently
Bending: Occasionally	Standing: 0-30 minutes to 1 hour
Lifting: Occasionally	Kneeling: Not required
Reaching: Occasionally	Sitting: 0 or may sit 60 minutes a day
Handling: Frequently	Crouching: Occasionally
Grasping: Frequently	Push/Pull: Occasionally
*Driving: Must have ability to get to in-service meetings	Fingering: Occasionally

*\*Possession of a current California Driver’s license, a DMV printout and the ability to be covered by the company auto insurance is required.*

**Frequent motion:**

Twisting: Not required  
Wrist flexion: Yes - Occasionally  
Elbow flexion/extension: Yes - Frequently  
Reaching to shoulder level: Yes - Occasionally Forward shoulder/neck  
flexion: Yes - Occasionally Reaching below shoulder  
level: Yes - Frequently

**Sensory requirements:**

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

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

Odor: Not required Fluorescent lights: Yes, all day long  
Humidity: Yes, occasionally Working inside: 95% of the day  
Moisture: Not required Working outside: 5% of the day  
Floor may be slippery at times: Yes, when painting  
Noise: Must be able to work around "productive noise"  
Heat: Has own air conditioning/heating may break down  
Working in close quarters with others: Yes, all day long

**This job requires:**

Alertness: Yes The use of two hands: Yes  
Attention to detail: Yes Recall of names and dates: Yes  
Ability to work in temperatures down to 40 degrees and up to 110 degrees.

**Ability to deal with psychological factors:**

Team work: Yes Repetitive tasks: Yes  
Frustration: Medium Level of responsibility: High  
Must keep up with schedule: High Able to work overtime as needed: High  
Dealing with angry parents, students: Yes

**Physiological factors:**

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

**AN EQUAL OPPORTUNITY EMPLOYER**  
**RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**