



Human Resource Services, 5340 Skylane Boulevard
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Internet: www.scoe.org www.edjoin.org
An Equal Opportunity Affirmative Action Employer

**North Coast School of Education
Administrator Induction Program Mentor
Certificated Limited Term Employee
For 2021-22 School Year**

SALARY

**\$2,500.00 annual per
admin candidate**



FINAL FILING DATE

Until Filled

Definition:

To implement high-quality support and assistance to participating beginning administrators enrolled in the Administrator Induction Program.

Distinguishing Characteristics:

Working with the Administrator Induction Program Director, initiates and coordinates coaching with candidate through regular contact, assessments, and observations.

Supervision Exercised and Received:

Overall program direction is provided by the Administrator Induction Program Director. Administrative direction provided by the Executive Director of the North Coast School of Education. Supervisory responsibilities may include directing classified staff as assigned.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Assist candidates in formulating an Individual Induction Plan to use as a guide and basis for support and assessment;
- Coach, observe, and provide feedback to beginning administrators;
- Guide and assist candidates in making initial self-assessment;
- Facilitate yearly meetings with candidate and their supervisor;
- Honor confidentiality;
- Hold 2 meetings per month with candidate (minimum of 2 hours each);

- Participate in ongoing dialogue with candidate via phone, email, Taskstream;
- Utilize proven coaching approaches;
- Serve as support by securing information, contacts, and other resources as requested and appropriate;
- Respond in a timely manner between coaching sessions;
- Honor demanding schedule of a school administrator offering services on site whenever possible;
- May attend between 3 and 6 seminars per year with candidate;
- Attend monthly coaching meetings (face to face or virtual- 2 hours each);
- Attend up to 4 days of Coaching training per year;
- Participate in ongoing coach formative assessment which includes self-assessment, goal setting, peer reflection and problem solving.

Employment Standards:

Knowledge of:

- The qualities of effective administrators and the California Professional Standards for Educational Leaders (CPSELs) and California Standards for the Teaching Profession (CSTP);
- California Academic Content Standards and State-adopted curriculum frameworks;
- Legal policies and obligations for teaching English Learners and special population students including special education and alternative settings;
- Developmental phases of beginning administrators;
- Authentic assessment and willingness to engage in formative assessment processes, including reflective conversations about formative assessment evidence with participating administrators.

Ability to:

- Understand, speak, write and read English fluently and effectively;
- Train, model and coach administrators on effective strategies;
- Establish open, supportive relationships among adults and children;
- Express ideas and concepts clearly and concisely in both oral and written forms;
- Establish and maintain cooperative and professional working relationships with individuals and groups;
- Motivate, challenge, and guide others in the improvement of educational programs;
- Represent the County Office in a professional, positive manner;
- Use good judgment when working with internal and external clients;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change.

Computer Skills:

- Ability to utilize the computer in collecting and reporting progress.

Education and Experience:

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

Education:

- Possession of an advanced Degree or equivalent from an accredited college or university is preferred.

Experience:

- A minimum of four (4) years of full time successful educational leadership experience (i.e. site administrator, district administrator, county office of education administrator, etc.);
- Evidence of successful formal or informal mentoring relationships. Demonstrated success as a leader with the ability to share knowledge and understanding about effective leadership practices to others;
- Demonstrated commitment to personal professional growth and learning and willingness to participate in

- professional training to acquire the knowledge and skills needed to be an effective coach;
- Variety of educational leadership experiences and training leading to knowledge of current educational initiatives and key educational issues and challenges.

Credentials:

- A valid California Clear Administrative Services Credential

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive to school sites; may require a current California driver license and proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Application Procedure:

A complete on-line application for the position shall include copies or proof of all of the items listed below. Applicants submitting incomplete applications will not be considered for employment. Applications will be reviewed upon receipt.

1. A completed on-line edjoin application
2. A letter describing personal qualifications and reason(s) for interest in the position
3. Three (3) letters of recommendation (within the last 2 years)
4. A copy of a valid California Administrative Services Credential
5. A Resume

“The provisions of this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any provision contained in this announcement may be modified or revoked at any time without notice.”

Please take note that per Government Code 3100-3103, all public employees, including SCOE employees, are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.