



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Program Manager I – Lead Practicum Supervisor* #1050
Teacher Development – Educational Services

SALARY PLACEMENT: Management Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

California teaching credential for multiple or single subjects. Coursework or training in the supervision of teachers. Valid California Driver's license.

MINIMUM EXPERIENCE:

M.A. or M.S. in Curriculum and Instruction or Education Administration. Ability to operate FileMaker Pro software.

MINIMUM EXPERIENCE:

Five years successful teaching experience. Experience in administrative/management role within education community.

DESIRABLE EXPERIENCE:

Experience supervising and/or supporting novice teachers. Experience teaching college level courses.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Valid California Teaching Credential for multiple or single subjects. Ability to engage new teachers in reflective conversation and support their growth towards best practice.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent for Curriculum and Instruction, and the Director of Teacher Development, this person will supervise a caseload of approximately 20-25 interns and pre-interns in their teaching practicum. Additionally, they will provide administrative support where appropriate to this task, including by not limited to record keeping, report writing, and community relations.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Participate in Practicum Supervisor training events.
2. Observe and supervise interns and pre-interns in their classrooms.
3. Communicate with site administration and program director regularly.
4. Maintain records/reports as required by program and California Commission on Teacher Credentialing and other states agencies.
5. Attend meetings and conferences as appropriate.

ESSENTIAL FUNCTIONS (CONTINUED):

6. Teach courses within the program as required.
7. Act as liaison between adjunct Practicum Supervisors and program leadership.
8. Serve as a member of the leadership team.
9. Assist with any other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and outdoors, as needed, and come in direct contact with San Joaquin County Office of Education staff, district staff, and the public at large.