



Oakley Union Elementary School District

POSTION DESCRIPTION

Job Title:	Director Educator Development	Work Year: 215		Reports to: Human Resources	
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Primary Function

Under the direction of an assigned supervisor, supports the planning and implementation of the Oakley Union Elementary School District (OUESD) Educator Preparation Program (EPP) and its various initiatives; plans, organizes, reports; manages and coordinates the educator pipeline initiatives, which includes Teacher Residency, Teacher Interns, Classified Employee Professional Development, Early Educator Teacher Development, Administrative Leadership and New Teacher Development etc; provides leadership and guidance in grant and operations and management through planning, implementation, reporting, budgeting, and oversight; collaborates and provides support and assistance for Educator Pipeline initiatives within OUESD; collaborates with various stakeholders in Institutions of Higher Education (IHEs), Community Colleges, Community Based Organizations, OUESD departments, Early Childhood Education organizations, and school districts to implement the OUESD's Educator Preparation Program and Educator and Leadership Development.

This position is grant funded to June 2026.

Essential Job Functions:

- ❖ Manages, 'coordinates, and implements grants and scholarship funding for the Educator Preparation Program and the Educator Pipeline Plan.
- ❖ Provides information and assistance regarding assigned functions and assessments within the Human Resources department; assists in the formulation and development of policies, procedures, and programs.
- ❖ Coordinates residents, interns and teachers for EPP's educator pipeline pathways.
- ❖ Collaborates with department staff to develop and implement information meetings and recruitment activities.
- ❖ Operates and analyzes the Learning Management System to perform specific duties as they relate to student applications, documents, transcripts and credentialing needs.
- ❖ Supports the use of the Learning Management System (LMS), and training for both students and staff as needed as well as attends IHE trainings and meetings.
- ❖ Collaborates with IHEs on mentor training and ensures associated MOUs, letters of agreement and contracts are followed.
- ❖ Manages grant implementation and provides technical support to grant stakeholders.
- ❖ Plans, organizes, and implements a Countywide Educator Pipeline Consortium.
- ❖ Collaborates with various school sites and OUESD departments and programs and IHEs in the implementation and planning of the educator pipeline pathways as outlined in the California Department of Education (CDE) Characteristics and Indicators of effective California Teacher Programs and the narrative of the grants as part of the Educator Pipeline including Administrative Programs.
- ❖ Coordinates and delivers professional development, plans and attends all required meetings.
- ❖ Recruits, screens, admits, and supports interns and residents for educator pathways.
- ❖ Aids prospective students and supports them through the application process, placement, assignment of mentors credentialing, and job placement.

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- ❖ Serves as a program liaison to school district office for communication regarding students, student placement, residencies, and credentialing.
- ❖ Coordinates Commission on Teacher Credentialing (CTC) required activities and supports the maintenance of the CTC reporting as necessary.
- ❖ Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities.
- ❖ Attends a variety of professional learning, departmental and inter-departmental meetings as assigned.
- ❖ Provides subject area expertise and assistance as needed.
- ❖ Supervises and evaluates the performance of assigned personnel.

Other Job Functions:

- ❖ Performs other related duties as assigned.

Education and Experience:

Administrative Services or related credential and five (5) years of teaching experience, including increasingly responsible experience working with educators K-12 including higher education or experience with adult learning theory/ professional development.

Knowledge, Abilities and Competencies Required:

KNOWLEDGE of practice, theories, and policies around PreK-12 curriculum and school environments; applicable regulations of CTC credentials and process; pedagogical content and specific content of assigned areas within credentialing courses; researching, synthesizing, and writing for assigned areas; program planning, instructional techniques, adult learning, and group facilitation and dynamics; collecting and assembling data and navigating assigned software systems; budget preparation and control; technical aspects of field of specialty; oral and written communication skills; applicable law, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy.

ABILITY to provide technical, specialized, consultative, advisory and planning services in assigned areas; provide direction and leadership to interpret data in the development and implementation of strategic program development, improvement and implementation; serve as a resource to program representatives and the OUESD; conduct special studies and in-services; coordinate large professional development institutes and conferences as it relates to leadership, Special Education, credentialing and coaching; communicate effectively both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment and software programs; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; work independently with little direction; maintain records and files; prepare comprehensive narrative and statistical reports.

LEADERSHIP TEAM COMPETENCIES

Develops and fosters effective individuals and teams; operationalizes the organization vision, mission, goals, shared values, and guiding principles; demonstrates emotional intelligence; models inclusive, effective, and authentic communication; applies knowledge of the intersectionality of race, equity, and inclusion; builds and sustains positive, trusting relationships; conducts OUESD operations with the highest moral, legal, and ethical principles.

Licenses, Certifications:

Valid California Administrative Services Credential or Clear Administrative Services Credential in progress.
Valid California Teaching or Pupil Personnel Services Credential
Valid California driver's license

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ADA Requirements:

Must have the ability to stand, walk, lift objects (up to 25lbs), push, pull, drag and grasp objects.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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