



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT LEAD PROFESSIONAL DEVELOPMENT AGENT

DEFINITION:

Under the direction of the Lead Innovation Agent, the Lead Professional Development Agent plans, organizes, monitors and supervises the development, implementation and evaluation of the Rialto Induction Program, the Peer Assistance and Review Program (PAR) and Professional Development Academies. The Lead Professional Development 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 Lead Professional Development Agent, in collaboration with the Lead Personnel Agent, designs and implements the support module(s) for teachers who participate in PAR.

ESSENTIAL DUTIES:

- Collaborates with other District administrators to ensure the effective implementation of district goals as related to Induction, teacher support and professional academies.
- Supervises and coordinates the day-to-day operations of the Induction, PAR programs and professional academies.
- Supervises and monitors Induction Mentors (Support Providers) and determines teacher eligibility for Induction.
- Develops, designs and implements professional development academies for teachers, classified staff, management staff and parents.
- Develops, designs and implements professional development for participating Induction Teachers based on their Individual Learning Plans (ILPs), as stated in Induction Standards.
- 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.
- Provides Project Based Learning Opportunities for Participating Teachers.
- Provides continuous professional development and learning opportunities for all employees and parents.
- Provides updated Induction, PAR and professional development academy information to district and site administrators.
- Provides training for Joint Panel Members.
- Assists in the selection of the Consulting Teachers.
- Develops a wide array of collaborations to improve the quality of educator instruction.
- Performs other duties as assigned by the Personnel Administrators.

KNOWLEDGE AND ABILITIES:

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:

Five (5) 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 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Revision Date: 5/5/2021

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