

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**TEACHER ON SPECIAL ASSIGNMENT
TEACHER DEVELOPMENT AND INDUCTION**

DEFINITION

Under the direction of the Executive Director (or designee), provide coordination, coaching, professional learning, and technical support for district teacher development systems, including Teacher Induction, Peer Assistance and Review (PAR), student teacher placements, internship support, mentoring systems, and university partnerships. Support educator effectiveness, credential attainment, onboarding, and retention through implementation of high-quality professional learning, mentoring, and educator support programs aligned to district priorities and California Commission on Teacher Credentialing (CTC) requirements.

EXAMPLES OF DUTIES

- Coordinate and support implementation of district Teacher Induction, Peer Assistance and Review (PAR), student teacher, and intern support programs.
- Recruit, train, coach, and support mentors, consulting teachers, host teachers, and educators participating in teacher development programs.
- Design and facilitate professional learning, onboarding, coaching, and support systems for new teachers, mentors, substitute teachers, student teachers, interns, and related services staff.
- Support implementation of teacher credentialing and induction processes aligned with California Commission on Teacher Credentialing (CTC) requirements and the California Standards for the Teaching Profession (CSTP).
- Maintain required program documentation, accreditation evidence, credential records, Annual Data System (ADS) reporting, and compliance-related records.
- Collaborate with Human Resource Services, district administrators, school sites, and university partners to support educator preparation, credential pathways, onboarding, and retention initiatives.
- Coordinate student teacher placement processes, intern support systems, and university partnership agreements to strengthen educator preparation pipelines.
- Facilitate communication and provide technical assistance regarding credential requirements, program expectations, timelines, and educator support resources.
- Assist with the development, implementation, and monitoring of program budgets, operational processes, and grant or categorical requirements.
- Participate in district committees, statewide networks, accreditation activities, advisory boards, and professional organizations related to educator effectiveness and teacher development.
- Provide consultation and support to administrators and school sites regarding teacher support systems, mentoring, induction, and professional growth.

QUALIFICATIONS

Knowledge of:

Teacher credentialing requirements, California Commission on Teacher Credentialing (CTC) standards, and accreditation processes; teacher induction, mentoring systems, coaching practices, and the California Standards for the Teaching Profession (CSTP); principles of adult learning and effective professional development; curriculum, instruction, and educator support systems; project planning, organization, data management, and program coordination; applicable state and federal laws, district policies, and procedures related to educator development programs.

Ability to:

Plan, organize, coordinate, and implement comprehensive teacher development and support programs; coach, mentor, and facilitate professional learning for educators; communicate effectively both orally and in writing; collaborate with diverse stakeholders and build effective professional relationships; maintain accurate records and confidential information; analyze program needs and support continuous improvement efforts; manage multiple priorities, timelines, and projects simultaneously; support implementation of district and state initiatives with fidelity.

Education:

Bachelor's degree required; Master's degree or advanced coursework in educational leadership, curriculum and instruction, teacher development, or related field preferred.

Experience:

Minimum of three years of successful teaching experience required; experience as a mentor teacher, induction support provider, instructional coach, department lead, or teacher leader preferred; experience coordinating teacher induction, mentoring, professional learning, or educator support programs preferred. License/Certification Requirement:

Possess a valid California teaching credential, English Learner Authorization (CLAD/BCLAD/ELAS or equivalent), and a California driver's license.

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