

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **EDUCATOR RECRUITMENT, RETENTION AND EFFECTIVENESS ORGANIZER**

#### **DEFINITION**

Under direction, the job of Educator Recruitment, Retention and Effectiveness Organizer will organize and oversee the educator pipeline and various pathways within Santa Cruz County, supporting recruitment, marketing, and advertising activities both in-state and out-of-state in order to provide a qualified pool of teacher candidates for districts, county offices of education, institutions of higher education, New Teacher & Leadership Development Programs, and all other partners; assist in the development and monitoring of program budgets, financial reports, data collection, and program evaluation procedures; assist educators with pursuing local, state, federal, private, and Institutions of Higher Learning grants or scholarships; and travel in-state and out-of-state to facilitate trainings, attend state and federal conferences, and present at conferences.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower-level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Organize and oversee educator pipeline in Santa Cruz County.

Manage and implement financial incentives offered by federal and state grants for the purpose of providing financial assistance to program participants.

Conduct presentations statewide and out-of-state for the purpose of recruiting paraprofessionals, new college graduates, credentialed teachers, and career changers into the teaching profession.

Collaborate with Intern, Preliminary, Induction Programs and other pipeline programs for the purpose of increasing and supporting the candidate pool of teacher applicants.

Travel to various locations in-county, out-of-county, and out-of-state for the purpose of organizing recruitment events, participating in meetings with collaborators, and presenting at organized events.

Organize local, regional and statewide meetings for the purpose of promoting the teaching career.

Supervise marketing and advertising (newspapers, TV, radio, Internet) for the purpose of promoting programs administered by the office and attracting more candidates to the teacher profession.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Administer and monitor local, regional, statewide, and out-of-state recruitment activities and data for the purpose of preparing reports, meeting program goals and objectives, and for the development of future state and federal grant activities.

Collaborate with school districts, county offices of education, institutions of higher education, community colleges, career technical education programs, educational development corporations, the business community, for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract and train new teachers and paraprofessionals.

Create reports, presentations, program procedures and training for the purpose of program implementation.

Attend meetings of the California Center on Teaching Careers, Regional District Intern Programs, California Teacher Corps, federal and state grants and other groups for the purpose of conveying and/or gathering information required to perform job functions.

Collaborate with the Educational Services Associate Superintendent on budget development and monitoring for the purpose of maintaining accurate records and reporting out to state and federal stakeholders.

Assist the Educational Services Associate Superintendent for the purpose of seeking new federal and state funding through grant writing.

Advise and train participating teacher candidates for the purpose of streamlining the job search and application process for all applicants.

Coordinate local, regional, and statewide development trainings for the purpose of providing needed training to all teacher prospects.

Perform other related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of program planning and implementation.

**Knowledge of (continued):**

State and federal grant writing procedures.

State and federal grant data collection and reporting procedures.

State and federal budget development and tracking.

Recruitment practices, strategies, procedures and marketing procedures.

California Commission on Teacher Credentialing certification procedures.

Every Student Succeeds Act compliance procedures.

Teacher preparation and Induction program requirements and procedures.

Alternative route credential program requirements and procedures.

Outreach techniques and strategies for specific teacher-targeted groups.

**Skill and Ability to:**

Operate modern office equipment including computer equipment, applicable software programs, and other web-based programs.

Operate a variety of audio-visual equipment, including various web based options.

Operate a motor vehicle safely.

Communicate effectively, verbally, and in written form in both English and Spanish, preferred.

Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.

Facilitate and execute group activities.

Plan, organize, and implement recruitment activities in-state and out-of-state.

Collect accurate data to assemble and deliver required budgetary reports.

**Skill and Ability to (continued):**

Administer budgets and maintain accurate records.

Understand and explain regulations, policies and procedures.

Coordinate, prioritize, organize and schedule a variety of activities, projects and events.

Communicate with individuals of varied cultural and educational backgrounds.

Travel frequently in-state and out-of-state.

Design and make presentations using presentation software and other media.

Establish and maintain cooperative and effective working relationships with personnel and faculty from districts, county offices of education, local businesses and universities.

Work with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

### **EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a related field; a Master's degree is preferred.

#### **Experience:**

Five (5) years of a broad range of increasingly responsible administrative support experience including two years of experience working with teacher effectiveness, preparation, and/or programing.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to frequently travel in personal automobile to school sites and throughout the community.

**Approval Date:** April 18, 2023