**Program Administrator**

**OPLL: Pathway Coordinator for Aspiring Teachers**

### About SFUSD

**Who We Are**
The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child’s education.

**What It Means to Work Here**
When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, *Impact Learning. Impact Lives. and Vision 2025*.

### About the Program Administrator

**Who We Want**
We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

The Program Administrator is supervised by the Executive Director of Curriculum and Instruction, Office of Professional Learning and Leadership (OPLL) position and is funded by Public Education Enrichment Fund (PEEF). The Program Administrator works to strengthen the partnerships between San Francisco Unified School District (SFUSD) Human Resources, Career Technical Education, City College of San Francisco (CCSF) and Credential Programs of partnering Universities providing well-articulated pathways for aspiring teachers. This position will pursue the overarching goal of valuing and recruiting local talent including SFUSD High School Teacher Academies by continuing to develop a pool of candidates for paraprofessional positions, permit teachers for early education, afterschool aides, substitutes and teachers.

### Essential Duties and Responsibilities

- Works in collaboration with the leadership of SFUSD Curriculum and Instruction, CTE, Human Resources, CCSF and partner universities to meet desired goals and objectives of recruiting, developing, supporting and securing educator positions for local talent.
- Leads and convenes Teacher Academy Advisory meetings
- Leads and convenes Paraprofessional to Teacher meetings and learning sessions
- Collects and analyzes data to support the improvement of service and expansion of educator pathways
- Leads and supports cross department working groups, collaborates and communicates with Colleges and the San Francisco EdFund (School Volunteers unit) to place student teachers and early field experience candidates
- Completes quarterly and annual PEEF reports for Teacher Academy to Paraprofessional Program
- Writes, coordinates and submits necessary Memorandum of Understandings (MOUs) and/or Contracts with partner institutions to implement programs
- Works with a team of SFUSD leaders to locate, secure and assess quality student teacher placements
- Seeks funding and grant opportunities to build upon pipeline, pathway and support programs
MINIMUM QUALIFICATIONS

- Master’s Degree or higher
- Possess a valid California Administrative Services Credential
- Minimum of 5 years of successful teaching and/or counseling
- Experience developing and implementing programs, projects, events, professional development and community meetings
- Thorough understanding of SFUSD Vision and Goals, High School Graduation requirements, college admissions and financial aid
- Strong organizational, written and verbal communication and interpersonal skills
- Ability obtain resources, problem solve and develop skills necessary to accomplish department goals
- Microsoft office skills (Word, Excel, Outlook, Power-point), research ability, understanding of data

DESIRED QUALIFICATIONS

- Experience working with Community Based Organizations, Higher Education and/or Non-Profit organizations
- Experience mentoring new teachers
- Experience supervising personnel involved in intervention or college prep programs for public school students or community youth programs
- Grant development and writing skills

How to Apply

- Visit [http://www.sfusd.edu/jobs](http://www.sfusd.edu/jobs) and create a new certificated administrative account to begin your application.
- You will be prompted to electronically attach a letter of interest, resume, letters of recommendation and administrative credentials/licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process

The San Francisco Unified School District is committed to maintaining an educational environment where all persons who participate in school programs and activities can work and learn together in an atmosphere free of all forms of harassment or intimidation. The Board prohibits sexual harassment of students, employees or other persons, at school or at school-sponsored or school-related activities. San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristic.