Supervisor, Professional Development/Quality Teacher and Education Act
Job Description

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.

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.

This position is supervised by the Executive Director of Curriculum and Instruction, Office of Professional Learning and Leadership (OPLL) position, and is charged with pursuing the overarching goals of supporting professional development within the scope of the Quality Teacher and Education Act (QTEA). The Supervisor will work to strengthen the partnerships between all San Francisco Unified School District entities, including Curriculum and Instruction, LEAD, Human Resources, United Educators of San Francisco, Student Services, and partnering community-based organizations in the interest of improving the quality and access to professional learning opportunities for teachers and para-professionals in the SFUSD.

Essential Duties and Responsibilities
Master Teacher Program
This position works in collaboration with the Executive Director to oversee development and operation of a Master Teacher program for the SFUSD. In carrying out this charge, the Supervisor will oversee a small team of teachers on special assignment, and others, to carry out this work. The Supervisor’s responsibilities will include:

- **Design Master Teacher selection criteria and systems in alignment with SFUSD Strategic Plan and Key Stakeholders**
  - Collaborate with key stakeholders to develop and refine criteria for Master Teacher selection, such that selection process targets teachers most successfully implementing actions and outcomes outlined in the SFUSD Strategic Plan
  - Engage site leadership teams as allies in recruiting and selecting Master Teachers that are best poised to engage effectively as teacher leaders at their site
  - Engage district departmental teams, including STEM, Humanities, Special Education and Student Services as allies in recruiting and selecting Master Teachers that are best poised to strategically lead and support district-led initiatives
  - Collaborate with the United Educators of San Francisco as consultants in the development and ongoing refinement of the Master Teacher Program.
  - Engage a range of stakeholders to participate in the process to recruit, enlist and retain an effective cadre of Master Teachers

- **Develop Master Teacher Programming and Expectations**
  - Collaborate with key stakeholders to develop and refine roles and responsibilities of Master Teachers so that
expectations and requirements are clearly outlined

- Strategize on professional learning series for Master Teachers and Master Teacher Coaches to build competence in areas of District focus, such as:
  - Site-based implementation strategies for the SFUSD Strategic Plan
  - Strategies for achieving equitable outcomes for a diverse population of students and families
  - Understanding of effective, and culturally and linguistically relevant pedagogy, using tools such as SFUSD’s Essential Elements of Teaching and Learning and other adopted District resources
  - Promoting the pedagogical shifts required for implementation of the core curriculum
  - Facilitation skills to build collaborative structures among school teams
  - Using Lesson Study as a central strategy to build site-level collaboration around teaching and learning
  - Safe and Supportive Schools practices and strategies
  - Inclusive Schools practices and strategies
  - English Language Development best practices

**Quality Teacher and Education Act (QTEA) Professional Development**
This position works in collaboration with the Executive Director to oversee QTEA Professional Development. In carrying out this charge, the Supervisor’s responsibilities will include:

- **Professional Development Facilitation and Compensation Systems**
  - Collaborate with key stakeholders to develop and refine criteria for professional development that qualifies for QTEA payments
  - Collaborate with key stakeholders to develop and review the approval process for QTEA payments to teachers and para-professionals as outlined in the QTEA
  - Engage district departmental teams, including Labor Relations, Budget Service and Human Resources to collect data and assess the program to compensate educators for professional learning
  - Engage the United Educators of San Francisco as consultants in the development and ongoing refinement of the systems in place to pay teachers and para-professionals for professional learning activities
  - Engage site leadership teams as allies in making the best use of QTEA funding by promoting use of the funds for professional development activities that align to the criteria and support the site’s Balanced Score Cards and the District’s Strategic Plan.
  - Collaborate with key stakeholders to develop and refine SFUSD’s best practices for adult learning/professional development, and create avenues to promote and communicate those practices throughout the district
  - Create and support online and face-to-face professional learning resource to assist educators in creating quality professional development
  - Develop strategies to encourage, support and provide professional learning opportunities for paraprofessionals
  - Collect data to document use of professional development compensation, types of content, and patterns of participation. Aggregate and disaggregate this data into comprehensible reports to help district leaders at the site and district level understand patterns of participation and the effectiveness of this funding.

**Support of SFUSD Strategic Plan and Operations**
This position operates within a collaborative group that coordinates the work of the SFUSD, Curriculum and Instruction Division, and the Office of Professional Learning and Leadership. In carrying out their duties, the Supervisor’s responsibilities will include:

- Create reports and make presentations, as directed, for the Board of Education and other district entities about QTEA activities under your direction
- Actively participate in department and division collaboration and professional learning
- Attend, plan, and/or lead meetings and professional learning relevant to the work of the District
- Report to work regularly and punctually to meet essential functions of job responsibilities
- Perform other duties as assigned relevant to the operation of the District

**MINIMUM QUALIFICATIONS**
- Master’s Degree or higher preferred
- Possess a valid California Administrative Services Credential
- Demonstrated experience developing and implementing professional learning programs for educators
• Minimum of 5 years of teaching in a K-12 setting preferred
• Experience in roles that require demonstrated educational leadership
• Experience working with Community Based Organizations, Higher Education and/or Non-Profit organizations
• Experience developing and implementing programs, projects, events, and community meetings
• Thorough understanding of SFUSD Vision and Goals, Strategic Plan, especially as it relates to recruiting and developing talent in teachers

DESIRED QUALIFICATIONS
• Strong organizational, written and verbal communication and interpersonal skills
• Ability to obtain resources, problem solve, and develop skills necessary to accomplish department goals
• Microsoft office skills (Word, Excel, Outlook, Power-point), research ability, and understanding of data
• Grant development and writing skills preferred, but not required

WHAT WE OFFER
SFUSD offers a competitive salary commensurate with experience, and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

HOW TO APPLY
• Visit www.edjoin.org to begin your application.
• Attach a letter of interest, resume, a letter of recommendation and a current list of references.
• Our Human Resources team will review your entire application to determine your eligibility status. We will 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.