

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE: Teacher Apprenticeship Program Faculty Member

FLSA STATUS: Exempt (Full Time – 189 days per year)

POSITION OBJECTIVES: To work with TAP Director to plan and deliver TAP curriculum, manage portfolio process, and conduct scheduled observations of TAP students in the field.

In addition, the faculty member position will oversee the CCSU K-12 Mentoring Program and will serve as the be the instructor of record for the current CCSU School Development Institute and provide input for restructuring Institute differentiated professional learning opportunities

ESSENTIAL DUTIES AND REPSONSIBILITIES include the following. Other duties might be assigned.

- Participate in the development of TAP curriculum, including review of materials.
- Participate in the delivery of TAP curriculum during TAP Seminars (12-14 Days).
- Communicate and provide professional development to TAP mentors.
- Conduct onsite observations of TAP students during teaching periods of program.
- Review portfolio entries from students and provide feedback using approved rubrics – this includes providing recommendations letters when appropriate.
- Organize, develops, coordinates, facilitates and delivers the CCSU Mentor Program.
- Work collaboratively with the Executive Director of Curriculum, Instruction, and Assessment and program personnel toward the establishment of an effective CCSU Mentoring Program at the assigned school(s); assess the effectiveness of the program, and modifies the program as necessary.
- Work collaboratively with the EDCIA and/or program personnel to develop and update the CCSU Mentoring Program guide specific to the school assignment(s).
- Coordinate and/or deliver mentor training programs offered during the summer and/or outside school hours.
- Coordinate the CCSU School Development Institute.
- Communicate and utilize best practices for professional development through the School Development Institute which will result in improved professional practice for CCSU faculty members.
- Communicate and utilize best practices for needs-based, district aligned, differentiated professional learning programs that will result in improved student learning consistent with the district vision and action plans.

SUPERVISION RECEIVED: Works with, reports to and supervised and evaluated by the TAP Director

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Must hold a valid Vermont Educator License
- Must have taught or conducted administrative functions for a minimum of 5 years.
- Must have supervisory experience and training towards Masters in Education or an Administrator's license.
- Strong collaboration, communication, and writing skills.