

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE

Job Description

Job Title: New Teacher Induction Coordinator

Department: Human Resources

Date: April 2009

Reports To: Chief Human Resources Officer

Grade: Teacher Pay Schedule, 12 month

Purpose of Job

The purpose of this position is to facilitate the design, development, coordination, and implementation of all facets of the district's new teacher induction program, including but not limited to, formal orientation, mentor training and support, evaluation and feedback and high quality professional development during the years of initial licensure.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Under the direction of, the Chief Human Resources Officer, coordinates with the Director of Human Resources, the Chief Academic Officer, the Director of Curriculum and Instruction, the Assistant Director of Human Resources (Staffing), the Professional Development Coordinator, and the Professional Development Facilitator to provide high quality continuous professional development and support to beginning teachers during the three years of initial licensure.
- Complies with District, state and federal policies, laws, and regulations regarding new teacher induction and related licensure issues.
- Promotes use of consistent instructional framework and research-based strategies in working with new teachers

- Promotes instructional improvement by providing resources and support to new teachers
- Supports Principals, Consulting Teachers, Academic Coaches, and assigned mentors in each school in the development of new teachers.
- Conducts professional development, provides resources for and/or supports school-based professional development activities related to the induction of new teachers for principals, Consulting Teachers, Academic Coaches, Assigned mentors and new teachers as requested.
- Designs, coordinates, implements and evaluates the district's new teacher induction program, to include the New Teacher Academy
- Designs, coordinates, implements, and evaluates the district's program for transitional licensure teachers, including the cadre of mentor teachers
- Designs, implements and evaluates school and district staff development for new teachers in concert with other school leaders
- Establishes rapport with new teachers and maintains monthly contact with first year beginning teachers (i.e., newsletter, chat room, etc.).
- Establishes both formal and informal processes to obtain feedback from new teachers regarding training and support received. Follows up on/troubleshoots feedback inconsistent with district philosophies, serving as an advocate on behalf of the new teacher as appropriate.
- Assists with the development of the annual professional development, ensuring that human, financial, and material resources are aligned to support new teachers
- Serves as liaison with the Assistant Director of Human Resources (Staffing) and the schools in helping new teachers understand initial licensure requirements
- Conducts classroom visits and informal observations to support instructional improvement of new teachers as appropriate
- Provides feedback to new teachers regarding instructional delivery and classroom management as appropriate
- Provides customized professional development to meet unique needs of new teachers and to address the differentiated learning needs of their students.

- Participates in regular professional development to improve knowledge and skills and to build instructional capacity.
- Keeps up-to-date and well informed regarding Highly Qualified and No Child Left Behind regulations.
- **Additional Job Functions**
- Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors Degree in Education required. Masters Degree preferred
 Requires a minimum of 4 years of exemplary classroom teaching experience, solid knowledge base of principals of adult learning, coaching skills and experience in designing, developing and implementing effective staff development programs.

SPECIAL REQUIREMENTS

Must possess a teaching certificate from the State of Tennessee. Must possess a valid Tennessee driver's license.

KNOWLEDGE OF JOB

Ability to work with adult learners. Masterful knowledge of curriculum and best practices and staff development strategies, leading to the successful development of new teachers. Ability to effectively communicate both orally and in writing with a broad range of audiences. Ability to use high-level interpersonal skills to maintain effective relationships with school staff, supported population, and the public. Highly developed presentation skills with solid technical skills (word processing, PowerPoint). Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information. Ability to plan and evaluate strategies for new teacher development. Demonstrated leadership ability.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling, and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires ability to differentiate colors/shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

-Date

Date