



Title:	Beginning Teacher Coordinator
Reports To	Asst. Superintendent of HR
Terms of Employment:	12 Months
Salary:	NC Salary Scale

Qualification Requirements: To perform this job successfully, an individual must be able to perform each of the noted essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Hold NC Teacher Certification in a curriculum area. At least 5 years of experience as a NC certified teacher.

Summary of Responsibilities:

Provide leadership, coordination and support in the ongoing development, implementation and administration of all phases of the Beginning Teacher process. The Beginning Teacher Coordinator is defined as one whose primary concern is the improvement and growth of beginning teachers throughout the probationary period.

Essential Functions:

1. To provide Intensive Beginning Teacher Support
2. To coordinate monthly BT meeting
3. Conduct Teacher Evaluation Instrument training for new hires
4. Conduct/assist Evaluation Instrument orientation for schools
5. Conduct BT orientation in August before school begins for new hires
6. Oversee all district mentors
7. Schedule and conduct mentor meetings as needed
8. Maintain BT folders that includes: monthly logs, mentor agreements, extracurricular activity form, PDP's, record of activity sheet
9. Prepare and coordinate for yearly evaluation/review of BT/mentor program for Title II
10. Maintain all grants such as Project Prep and attend monthly meetings
11. Attend monthly PANC and BT Coordinator meetings
12. Work with Lateral Entry teachers to ensure that the 80-hour project is completed by the deadline and that all other requirements are met.
13. Other duties as assigned by the Assistant Superintendent of Human Resources when needed.
14. Attend Administrative Committee Meeting 1st Monday of every month