



Title:	Director of Beginning Teacher Support and Licensure
Reports To	Chief Human Resources Officer
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 and the licensure process. In addition to supporting beginning and veteran teachers through the licensure process, the Director of Beginning Teacher Support and Licensure is defined as one whose primary concern is the improvement and growth of beginning teachers throughout the probationary period.

Essential Job Functions:

1. Provide Intensive Beginning Teacher Support
2. Conduct Teacher Evaluation Instrument training for new hires
3. Conduct/Assist Evaluation Instrument orientation for schools
4. Conduct New Teacher orientation in August before school begins for beginning teachers as well as experienced teachers
5. Coordinate monthly BT meetings
6. Provide professional development for beginning teachers and district mentors
7. Provide instructional coaching to beginning teachers
8. Conduct classroom visits and observations of beginning teachers
9. Oversee all district mentors
10. Schedule and conduct mentor meetings as needed
11. Prepare monthly payroll for district mentors
12. Maintain BT folders that includes: monthly logs, mentor agreements, extracurricular activity form, PDP's, record of activity sheet
13. Prepare and coordinate for yearly evaluation/review of BT/mentor program for Title II
14. Organize and prepare for NC-DPI Beginning Teacher Program Review
15. Attend monthly PANC and BT Coordinator meetings
16. Write and Execute SCS Beginning Teacher Induction Plan

17. Work with Lateral Entry/Residency teachers to ensure that the 80-hour project is completed by the deadline and that all other requirements are met.
18. Provide support to Residency teachers to ensure licensure requirements are met in a timely fashion
19. Collaborate with University Partners with student teacher/intern placements
20. Collaborate with Scotland High School Teacher Cadet Program leadership
21. Prepare and maintain employment contracts for all licensed personnel
 - a. Issue probationary contracts annually
 - b. Issue career contracts after probationary period is completed
 - c. Prepare list annually for principals and Board of Education of employees eligible for career and continued probationary status for the following school year
22. Process Employee Action Forms for certified personnel in LINQ
23. Attend career fairs to assist with recruiting of new staff
24. Prepare personnel reports for the district and state
25. Assist with verification of employment
26. Exercise confidentiality concerning personnel matters
27. Attend professional development to stay abreast of current computer applications and state employment and licensure policies
28. Assist new certified staff in obtaining North Carolina licensure through the NC-DPI Licensure system
29. Assist new alternative licensed teachers in obtaining licensure through the NC-DPI Licensure system
30. Review transcripts of potential hires for licensure qualifications
31. Monitor progress of alternative license teachers in obtaining full licensure
32. Monitor individual teacher's continuing education units to determine if minimum amount of renewal requirements are met to renew license
33. Recommend courses that will satisfy CEU requirements
34. Submit recommendations for continuing licenses for all Initially Licensed Teachers after three years of employment
35. Process all licensure requests not listed above in the NC-DPI Licensure System (Provisional, extensions, validations of expired licenses, etc.)
36. Other duties as assigned by the Chief Operating Office of Human Resources