



Title:	Executive Director of Professional Development and Beginning Teacher Support
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. 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. Provide professional development for beginning teachers and district mentors
7. Provide instructional coaching to beginning teachers
8. Oversee all district mentors
9. Schedule and conduct mentor meetings as needed
10. Maintain BT folders that includes: monthly logs, mentor agreements, extracurricular activity form, PDP's, record of activity sheet
11. Prepare and coordinate for yearly evaluation/review of BT/mentor program for Title II
12. Attend monthly PANC and BT Coordinator meetings
13. Oversee and maintain SCS Beginning Teacher Induction Plan
14. 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.
15. Provide support to Residency teachers to ensure requirements are met in a timely fashion

16. Coordinate with the Curriculum and Instruction Department in the planning and execution of district professional development initiatives and full district professional development days
17. Other duties as assigned by the Chief Operating Office of Human Resources when needed.