

**Staff Development and NCEES Specialist
New Hanover County Schools**

Job Description

Class: Certified

Dept: Human Resources

TITLE: Staff Development and NCEES Specialist

- QUALIFICATIONS:**
1. Bachelor's degree in education. Master's degree or National Board Certification preferred.
 2. A current North Carolina teaching license.
 3. Minimum of five years teaching experience; prefer experience as a mentor.
 4. Strong computer skills.
 5. Background, training, and experience in teacher evaluation.

REPORTS TO: Director of Human Resources

JOB GOAL: To provide support and assure compliance with state requirements relating to staff development and the evaluation process.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools, beginning teachers and the evaluation process.
2. Assist with research on behalf of employees requesting an investigation of their Certified Educational Units (CEUs) relating to staff development activities.
3. Oversee the operation of the on-line staff development program for all NHCS employees.
4. Maintain databases/spreadsheets to track beginning teacher's years and requirements in the Beginning Teacher Support Program.
5. Plan and facilitate guided observations for BTs.
6. Assist with organizing and facilitating the state required submission process for beginning teachers.

7. Provide support to administrators for the state approved teacher evaluation process. Provide training for new users of the NCEES system and information on generating reports.
8. Provide support for the mentoring program.
9. Stay informed of latest research by attending conferences and seminars.
10. Assist with the Title II grant concerning Beginning Teacher Orientation, Title II Core Team meetings and staff development processes.
11. Assist with the Lateral Entry State mandated Orientation.
12. Collaborate with Educator of the Year business partners; facilitate the Educator of the Year selection process.
13. Perform related duties and responsibilities as requested by the Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate comprehensive knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to provide group facilitation and presentations.
- Knowledge of adult learning theory.
- Knowledge of the mentoring/coaching process.
- Ability to maintain effective working relationships with administrators and teachers.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved evaluations processes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.