

# **Supervisor Staff Development**

## **New Hanover County Schools**

### **Job Description**

**Class: Certified**

**Division: Human Resources**

**TITLE: Supervisor Staff Development**

- QUALIFICATIONS:**
1. Master's degree in education or a related field and current teaching certificate in North Carolina.
  2. Minimum of seven years teaching experience.
  3. Other qualifications as the superintendent and board may determine appropriate.

**REPORTS TO:** Executive Director of Human Resources

**JOB GOAL:** Provide NHCS educators staff development growth opportunities that will enable them to develop relationships with all stakeholders, build rigor into their content and use strategies that presents relevant instruction that engages all students.

#### **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 and staff development.
2. Plan a program of relevant, meaningful, professional learning experiences that meets the individual needs of principals, assistant principals, teachers, paraeducators, and other NHCS employees that reflects Common Core and North Carolina Essential Standards, NCPTS, NCLB, and New Hanover County Schools initiatives.
3. Establish a positive learning environment in all staff development opportunities where participants actively participate.
4. Design learning opportunities that considers participants' prior knowledge and experience and provides follow up sessions over time that includes coaching, study groups and/or action research.
5. Develop the knowledge necessary to serve as the trainer for high quality staff development for all New Hanover County Schools stakeholders.

6. Design learning opportunities that utilize strategies supported by New Hanover County Schools. Serve as contact for teacher interns.
7. Use feedback and reflections to modify workshops to meet the needs of participants.
8. Collaborate with colleagues in all departments on a regular basis.
9. Assist the administration in implementing and/or creating practices, rules, and guidelines for all New Hanover County School employees.
10. Stay current in research-based improvement strategies to ensure staff development matches needs of all populations.
11. Perform related duties and responsibilities as requested by the Director of Instructional Services.

*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:** SAII

**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:**

- Ability to develop, implement and assess instructional strategies.
- Ability to provide group facilitation and presentations.
- Knowledge of adult learning theory.
- Knowledge of the North Carolina Standards for Staff Development, National Staff Development Standards, and staff development requirements under “No Child Left Behind”.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to maintain effective working relationships with administrators and teachers.
- Ability to communicate clearly and concisely, both orally and in writing.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.