

**Beginning Teacher and Educator Development Specialist
New Hanover County Schools**

Job Description

Class: Certified
Division: Human Resources
Dept: Professional Development

TITLE: Beginning Teacher and Educator Development 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: Supervisor of Professional Development

JOB GOAL: To provide support and assure compliance with state requirements relating to beginning teacher's program and support educator development through 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 and beginning teachers.
2. Assist with organizing and presenting informational meetings, orientations and staff development related to mentors, peer evaluators and all beginning teachers (BTs).
3. Communicate with beginning teachers and mentors to disseminate information regarding state requirements of the beginning teacher program.
4. Maintain ongoing communication with the lead mentors to provide additional support at priority schools and those with high numbers of BTs.
5. Plan and facilitate guided observations for beginning teachers.
6. Design and support plans for BTs with temporary licensure. Collaborate and assist beginning teachers with the submission process.
7. Assist with organizing and facilitating the state required submission process at district level for BTs.
8. Provide coaching support to employees for the state approved teacher evaluation process.

Revised 5/15/2023

9. Provide state-mandated training and coaching support to peer observers and administrative evaluators on North Carolina evaluation instruments.
10. Stay informed of latest pertinent research by attending conferences and seminars and share findings as needed.
11. Assist with the Title II grant concerning the retention and training of highly qualified teachers.
12. Assist with the Residency Program.
13. Facilitate the Educator of the Year selection process and collaborate with Educator of the Year business partners.
14. Facilitate Rookie of the Year process.
15. Perform related duties and responsibilities as requested by the Supervisor of Professional Development.

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/Contract/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 Google Suite and 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