

Advanced Teacher Roles Coordinator
New Hanover County Schools

Job Description

Class: Certified
Division: Human Resources
Dept: Human Resources

TITLE: ATR Coordinator

QUALIFICATIONS:

1. Master's degree with North Carolina teaching certificate in education, special education, or a closely related field.
2. Minimum of five years teaching experience.
3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Executive Director of Human Resources

JOB GOAL: **To develop and support the implementation of Advanced Teaching Roles in NHCS to improve overall teacher leadership, modernize learning models and ultimately improve student achievement.**

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Ensure district policies and practices align with and support the advanced teaching role's structure and requirements.
3. Assist in assessing that technology in the schools is sufficient to support instructional decision making and implementation of instruction in ATR classrooms.
4. Provide instructional support and staff development to Master Teachers and serve as a resource in such areas as curriculum and instruction. Monitor the use of data-based decision making to match instructional supports and strategies.
5. Develop, organize, and deliver professional development for administrators and teachers to ensure fidelity of implementation of the Advanced Teaching Roles best practices aligned with state standards.
6. Gather, monitor, analyze and share outcome data of the ATR program outlined in the grant proposal and regularly report progress and findings to relevant stakeholders and supervisors.
7. Attend meetings and workshops provided by NCDPI and/or contracted consultants as participants in the North Carolina Advanced Teaching Roles grant program.
8. Collaborate with all ATR participating schools to provide ongoing professional development, collect data for grant reporting, assess resources, and provide feedback as needed.

9. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
10. Provide an evaluation process that monitors both implementation and outcomes.
11. Ensure adherence to ATR requirements and manage all aspects of grant related funding.
12. Perform other duties and responsibilities as assigned by the Executive 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/At Will/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:

- Knowledge of Common Core and North Carolina Essential Standards.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.