

# Bradford County School District

## JOB DESCRIPTION

### **PROFESSIONAL DEVELOPMENT SPECIALIST- MENTOR COACH**

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university. Masters degree preferred.
- (2) Clinical Educator Certified after 2018
- (3) Current Principal/District Administrator written recommendation
- (4) Documented administrator assigned mentoring experience within the past five years.
- (5) Deals with confidential information and/or issues using discretion and judgment.
- (6) Certified or qualified in accordance with Florida Statutes and State Board Rules
- (7) Minimum of five (5) years successful teaching experience with Effective / Highly Effective teacher evaluation scores. Successful Instructional coaching experience is highly preferred.
- (8) Demonstrates an understanding of providing professional development for adult learners.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communication, curriculum and program development, and planning and organization. Knowledge of current education trends, methods, research and technology. Ability to read and interpret State Board Rules, Code of Ethics, School Board Policies and appropriate statutes. Ability to collect, analyze, and interpret data. Ability to work collaboratively with others, Ability to maintain accurate records and prepare reports. Ability to monitor programs for effectiveness and compliance.

**REPORTS TO:** Assistant Superintendent

#### JOB GOAL

**To help build capacity of new teachers across all school sites to develop and use high quality teaching practices that support student learning and to achieve educator certification in the district's Professional Development Certification Program / New Teacher Academy.**

**NOTE: The nature of this position will involve the use of daily flexible scheduling coordinated with the Assistant Superintendent or designee to provide for before or after school support and professional development.**

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Establish goals for the program appropriate to the setting and teachers served.
- 2) Communicates general and technical information in a clear, informative manner and assists other professionals in planning and implementing strategies for new teachers.

- 3) Facilitates dialogue through collegial discussion with the district administrative staff and school personnel.
- 4) Assists new teachers in identifying trends in school or class data and identifying individual student strengths and needs.
- 5) Models high quality teaching for new teachers, and conducts non-evaluative observations/observation cycles with new teachers.
- 6) Gives effective feedback to new teachers in methodology.
- 7) Facilitates feedback sessions with peer observations
- 8) Helps new teachers in planning and provides direction for the integration of units and lesson planning.
- 9) Facilitates or provides new teachers with professional development in best practices, differentiated instruction, classroom management, and selecting best practices for learning; as well as other areas prescribed by the district's professional development certification (PDCP) program or New Teacher Academy (NTA).
- 10) Assist teachers in identifying, selecting, and modifying instructional materials and strategies to meet the needs of diverse learners. (SWD, gifted, ELL)
- 11) Coordinates with school administrators, instructional coaches, curriculum resource teachers, and behavior resources teachers to assist with the development of new teachers.
- 12) Keeps a daily accountability log/calendar. Completes required mentor logs and assists with district reports on the PDCP / eIPEP programs as needed.
- 13) Attends coordinator and training meetings with other coaches in the district.
- 14) Serves as liaison for Teacher Induction programs for the District.
- 15) Assists in facilitating and implementing the District Teacher Induction program and Professional Educator Certification Program.
- 16) Provides summer professional development to new instructional hires.
- 17) Creates and provides timelines, calendars and schedules regarding modeling coaching and mentoring activities.
- 18) Ability to travel and provide own transportation to various sites, including all school sites in the district..
- 19) Communicate effectively, orally, and in writing, with other professionals, students, parents and community.
- 20) Performs other duties as assigned

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Salary Schedule: Instructional  
Job Supplement Code (for physical requirements of job) 03

DOE Job Code: 64012

Board Approval: 05/09/2022