



Richmond County Schools

Dr. Joe Ferrell, Superintendent
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Phone: 910-582-5860

POSITION: BEGINNING TEACHER DIRECTOR/ TEACHER SUPPORT & RECRUITMENT

REPORTS TO: Executive Director of Human Resources

JOB DESCRIPTION:

The Beginning Teacher Director works under general supervision and is responsible for instructional functions including, but not limited to, Beginning Teacher Program, professional development for BTs, Residency program, National Board Certification support, oversight of the Mentor Program, being involved in and keeping abreast of the North Carolina Standard Course of Study instructional initiatives as they apply to new teachers, attends job fairs for the recruitment of teachers, maintains recruiting database, corresponds with recruits and other coordinating duties as assigned by the Executive Director for Human Resources.

QUALIFICATIONS:

- High School Diploma or equivalent
- Bachelor's degree from an accredited institution
- Master's Degree or Foreign Equivalent Degree
- Valid North Carolina teaching certificate
- Four years of successful teaching experience
- National Board Certification preferred
- Maintain Licensure & CEUs

ESSENTIAL JOB FUNCTIONS:

- Lead and facilitate professional development sessions for beginning teachers
- Implement coaching rounds, including lesson modeling and classroom observations
- Attend district, regional, and state meetings related to beginning teacher programs
- Prepare for and support compliance during Title II monitoring visits
- Develop and maintain required Title II, Beginning Teacher, and alternative licensure reports
- Analyze data related to teacher retention, recruitment, assessment, and surveys
- Assist in planning and coordinating National Board Certification training at the district level
- Organize and lead new teacher orientation and training on district policies and procedures
- Provide mentoring and system-wide support aligned with the NC Educator Evaluation System
- Monitor professional development and evaluation compliance for beginning
- Collaborate with principals and administrators to ensure state and local BT program requirements are met
- Submit necessary documentation for local and state reporting requirements
- Stay current on and apply state and federal guidelines related to educator support and development

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require an extensive background check.