INDUCTION COORDINATOR
JOB DESCRIPTION

JOB INFORMATION

TITLE: Induction Coordinator

EMPLOYEE GROUP:	Extra Duty Assignment	ADDITIONAL JOB CODES: 325
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt __	Board Approval Date: 08/03/2026
Last Edited On:	06/03/2026	

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Director of Curriculum and Instruction and Assistant Superintendent

The Induction Coordinator will assume this responsibility for a five-year term. At the conclusion of the five-year term, the position will be re-opened for interested individuals to apply.

JOB SUMMARY

QUALIFICATIONS

a. Minimum of five years of successful teaching experience required; and
b. Experience mentoring, coaching, facilitating professional learning, or leading instructional initiatives preferred.

SUMMARY

The Induction Coordinator is responsible for the coordination of the district's teacher induction program in accordance with Pennsylvania Department of Education (PDE) requirements. The coordinator supports the successful transition, growth, and retention of new teachers through mentoring, professional learning, and ongoing support aligned to district goals and high-quality instructional practices.

The Induction Coordinator collaborates with administrators, mentors, instructional coaches, and teachers to ensure new educators receive meaningful support that promotes professional growth, instructional effectiveness, and student achievement.

ESSENTIAL FUNCTIONS

PROGRAM LEADERSHIP AND COORDINATION

a. Assist in the district's educator induction program alignment with Pennsylvania Department of Education requirements;
b. Ensure induction activities align with district curriculum, instructional frameworks, assessment practices, and district goals; and
c. Monitor program effectiveness and recommend improvements based on participant feedback and district data.

PROFESSIONAL LEARNING AND INSTRUCTIONAL SUPPORT

a. Design, coordinate, and facilitate professional learning opportunities for new teachers;
b. Coordinate learning sessions related to district initiatives, safety and security, student services, special education, PDE Professional Code of Ethics, instructional best practices, classroom management, instructional planning, assessment, technology integration, and educator effectiveness; and
c. Assist new teachers in understanding district procedures.

COLLABORATION AND COMMUNICATION

a. Collaborate with school administrators, instructional coaches, and mentors to support teacher development and retention;
b. Communicate agendas, reminders, schedules, etc. to induction cohorts;
c. Serve as a resource for new educators regarding district expectations, policies, and professional responsibilities; and
d. Foster a welcoming, supportive, and collaborative culture for new educators.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Director of Curriculum and Instruction, Assistant Superintendent and/or Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings
b. Work may take place in other work locations outside of the contracted day

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.