



JOB TITLE	DEPARTMENT	REPORTS TO
New Teacher Support Manager (RTTT)	Professional Development	Director of Talent Development

<b>Position No:</b> 64010	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> 2UB	<b>Date Approved:</b> 2/22/11
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Master's Degree or higher with Florida Certification in Administration/Supervision, Educational Leadership or School Principal preferred.</li> <li>2. Minimum of five (5) years of experience in education.</li> <li>3. Experience in educational management preferred.</li> <li>4. Successful background in teacher development.</li> <li>5. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Plans and delivers professional development.</li> <li>2. Supervises the district's New Teacher Program.</li> <li>3. Coordinates with the departments of Teaching &amp; Learning and Professional Development to assess and deliver quality instructional development in K-12 programs.</li> <li>4. Coordinates activities of National Board Certified Teachers to provide mentoring and professional development.</li> <li>5. Works cooperatively with principals as a special resource for developing teachers.</li> <li>6. Attends all district initiative trainings to provide consistent induction for new instructional personnel.</li> <li>7. Supervises induction for all new instructional hires.</li> <li>8. Collects relevant data pertaining to mentoring and retention.</li> <li>9. Supervises activities of mentoring and retention.</li> <li>10. Conducts annual assessment and data analysis for development of future programs.</li> <li>11. Prepares such reports, plans and/or documents as may be requested or required.</li> <li>12. Coordinates and collaborates with university and college educator preparation programs.</li> <li>13. Coordinates the district's alternative certification program.</li> <li>14. Performs other duties as may be assigned by the Executive Director of Professional Development.</li> </ol>
PHYSICAL DEMAND CLASS:
<p>Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.</p>