

School Board Agenda Item CC-1
August 16, 2016

Executive Summary

Proposed New Job Description for the Induction Program Leader Position

Background: This item is being recommended for School Board approval to meet requirements for new job description.

Position Title: **Induction Program Leader**

Division/Department: **Chief Academic Officer**

Salary Band: **C Range: \$70,343 - \$116,977 Point Range: 945 - 1044**

Salary Schedule: **2015-2016 ESMAB Salary Schedule**

Recommended Policy Status: Chart Job Description – **First** Reading

Rationale: The job description for the Induction Program Leader position is being created to fill the need for a full-time dedicated leader to provide oversight and further development of the expanding Induction Program. We have had an i3 Grant open for the past 3 years which expired on June 30, 2016, and has provided funding for a Full-Release Induction Program for new teachers. New teachers have received support for a two-year period through our office from highly trained Induction Coaches who are dedicated to coaching, and have no classroom duties. These roles have historically reported to the Office of Talent Development. The program began with 8 Induction Coaches, and new coaches were added each year resulting in 20 Induction Coaches for the 2016-2017 school year. The i3 grant also provides funding for a "Program Leader"; however no such role exists in the SBBC job descriptions. A Principal on Task Assignment was put in place to create the program, fulfill the supervisory duties of the organization to support the Coaches through observations (minimum 2 per year per coach), conduct face to face meetings (minimum 6 per year per coach), and to design, develop and lead professional development for coaches. The Program Leader also monitors coaches through data collection, reviews coaching logs and supporting documents, assigns and schedules the coaches to new teachers based on subject area and/or school level expertise, meets with principals regularly to provide feedback and adjusts the program as needed.

In April 2016, we were notified that SBBC was receiving the i3 Scale Up Grant which did not provide funds for the Induction Coaches but did provide funds for the Induction Program Leader. Once assured, we created the Induction Program Leader job description in order to articulate this role's primary duties as currently being fulfilled by the individual in the role of Principal Coach. This individual is also performing the duties of Induction Program Leader at 50% and 50% respectively.

There have been several developments that necessitate creation of the new job:

1. The award of the i3 Scale Up Grant to fund the position for the next four years.
2. The District's vision to slowly increase Full-release Induction to a district-wide model in the next five years.
3. Projected increase in the number of Induction Coaches and reach across the District, warrants the Induction Program Leader to be a 100% full-time position.
4. Recommendation that the Principal Coach perform duties at 100% as resulted from a federal review of the Teacher Incentive Fund.

Funding for this position was approved by the Board at the July 26, 2016 Regular School Board Meeting. The approved contract with the New Teacher Center provides funding for this position for four years.

The goal of this position is to provide leadership in the development, support, communication and continuous improvement of high quality research-based, full-release teacher induction. Ensure induction coaches, school-based instructional coaches, and instructional coaches are supported and monitored. In addition, ensure all coach professional development is delivered, implemented, monitored, and evaluated at the highest levels of quality, as determined by its impact on students and/or job performance.

The position is currently vacant and will adhere to the standard advertising and selection process.

Prior to the recommendation to the School Board for approval, the representatives from the Educational Support & Management Association of Broward (ESMAB) were provided a copy of the job description for their review and feedback. Additional feedback was not received prior to submission of this document for approval.

Cost: There is a financial impact. Source of funding i3 Scale Up Grant.