



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Induction Program Leader  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Coaching and Induction  
**CONTRACT YEAR:** Twelve Months

---

**POSITION GOAL:**

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.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Induction Program Leader shall carry out the performance responsibilities listed below.**

- This position supervises staff as assigned.
- Provide leadership in planning, developing, scheduling, implementing, and evaluating all induction program components.
- Coordinate and deliver, as needed, induction coach and principal professional development, including forums.
- Work to establish new teacher induction and coaching as integral to talent development work in school district.
- Lead the hiring process for Induction Coaches, including the review of applications and the orientation process.
- Manage and create schedules for Induction Coaches to support new teachers at district schools.
- Support data collection and data analysis for program improvement.
- Provide regular one-on-one supervisory meetings with each induction team member.
- Observe Induction Coaches through regular field visits.
- Meet regularly with school administrators to support school needs as it relates to coaching and induction.
- Allocate sufficient resources to support program implementation.
- Provide regular, responsive availability via phone and email.
- Provide leadership and support in Instructional Coach Development and Credentialing Program.
- Manage programmatic goal setting.
- Design and conduct periodic program evaluations. Present reports to leadership team and partners with recommendations for program modification.
- Oversee and administer budget, operations, procedures and partner contract delivery as appropriate.
- Participate in an appropriate capacity at all partner informational and training sessions.
- When appropriate, host site visits for partners and interact with district-specific funders.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the Director or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution.
- A minimum of seven (7) years within the last twelve (12) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Hold Florida certification in administration and supervision, educational leadership, school principal or professional school principal.
- Excellent analytical, interpersonal, and evaluation skills.
- Computer skills are required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned doctorate degree from an accredited institution in education, educational leadership, public administration, or related field.
- A minimum of five (5) years within the last ten (10) years of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Hold New Teacher Center Presenter certification.
- Bilingual skills are preferred.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works with District leadership at all levels, school leaders, school-based instructional coaches, to develop and supervise school-based instructional coaches and induction coaches to improve student achievement. Deliver quality instruction; create a positive and safe school environment and effective communication for students of Broward County Public Schools.

**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 School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: