



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Director, Coaching and Induction  
**JOB CODE:** C-055  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** D  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief School Performance & Accountability Officer ~~Chief Talent Development Officer~~  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

The Director, Coaching and Induction is responsible for providing Provide leadership in the development, support, communication and continuous improvement of high quality research-based coach development and Teacher Incentive Fund (TIF) initiatives. Ensure induction coaches, school-based instructional coaches, and instructional coaches in high priority schools 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 Director, Coaching and Induction shall carry out the performance responsibilities listed below.**

- Supervises staff as assigned in the performance of job duties. This position supervises staff as assigned to the Department of Coaching & Induction.
- Provide leadership in planning, developing, scheduling, implementing, and evaluating all aspects of the Teacher Incentive Fund (TIF), Teacher Induction and Instructional Coach Development and Credentialing programs.
- Provide oversight and monitoring of Induction Coaches, Instructional Facilitators, Instructional Coaches, Principal and Teacher Mentors, and Instructional Coaches of high priority schools.
- Design and conduct periodic program evaluations.
- Support data collection and data analysis of coaching, induction and TIF initiatives for improvement.
- Support school principals and school-based coaches.
- Coordinate and provide continuous, ongoing professional learning and support for coaches and TIF mentors.
- Convene stakeholders on a regular basis for quality, consistency, and alignment.
- Oversee and administer budget, operations, procedures related to coaching and TIF initiatives.
- Collaborate with school and District administrators for alignment of support.
- Develop, coordinate, monitor, and evaluate the effectiveness of coaching and induction programs.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- 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 laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee ~~Chief Talent Development Officer~~.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution ~~is required.~~
- Four (4) years of successful teaching experience in a related discipline.
- A minimum seven (7) years, within the last ~~twelve (12)~~ ten (10) years, of progressively more responsible leadership work experience in school or District leadership and/or experience in the field related to the title of the position is required.
- Valid Florida Educational Leadership Certification in the following discipline(s): Administration and Supervision, Educational Leadership, School Principal or Professional School Principal.
- Effective ~~Excellent~~ interpersonal, analytical, and evaluation skills.
- Effective oral and written communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned doctorate degree from an accredited institution in education, educational leadership, public administration, or related field, is preferred.
- ~~A minimum of five~~ 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, is preferred.
- ~~Degree majors in education, educational leadership, public administration, or related field.~~
- ~~Bilingual skills are preferred.~~

**SUPERVISES:**

~~The position supervises staff as assigned.~~

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

Works with ~~District~~ 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, and 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.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Director, Leadership Development  
JOB CODE: C-030  
CLASSIFICATION: Exempt  
SALARY BAND: D  
BARGAINING UNIT: ESMAB  
REPORTS TO: Chief School Performance & Accountability Officer ~~Chief Talent Development Officer~~  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

The Director, Leadership Development is responsible for providing To provide a continuing series of activities which meet identified District district management and leadership development needs and are designed to increase the effectiveness of practicing administrators and administrative interns; to have primary responsibility for managing the specific training functions of management and leadership development; to be directly responsible for the quality and quantity of training activities within assigned training functions. To be accountable for program design and delivery, contracting for delivery, setting priorities for implementation and budgetary decision-making action.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Leadership Development shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties. This position supervises as assigned to the Department of Leadership Development.
- Serve serve as Director director of the Management Academy including supervision of the LEAD program and administration of the administrative intern program.
- Develop develop a comprehensive management and leadership development plan for potential and practicing administrators linked to perceived needs and the District's district's organizational goals to include forecasting of District district administrative needs (5 year forecasts).
- Manage manage the organization design, delivery and evaluation of management and leadership development activities for potential and practicing school-based and District district administrators.
- Establish establish training priorities based on individual client group needs and organizational goals within allocated resources.
- Coordinate coordinate Broward County Management Academy Council and Human Resource Management Development (HRMD) plan.
- Serve serve as liaison with local, regional, state and national educational institutions, organizations and agencies which provide management and leadership development training.
- Evaluate evaluate staff within assigned organizational chart responsibilities (and trainers).
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- Prepare prepare an annual budget; monitor and report expenditures.
- Perform perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate participate successfully in the training programs offered to enhance increase the individual individual's skills and proficiency related to the job responsibilities, assignments.
- Review review current developments, literature and technical sources of information related to job responsibilities, responsibility.
- Ensure ensure adherence to good safety rules and procedures.
- Follow follow Federal and State laws, as well as School Board policies.
- Perform perform other duties as assigned by the immediate supervisor or designee ~~Assistant Superintendent, Human Resources or designee.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution.
- Four (4) years of successful teaching experience in a related discipline.
- A minimum of seven (7) years, within the last ten (10) years, of progressively more responsible work experience in school or District leadership experience and/or training in the field related to the title of the position.
- Florida Educational Leadership Certification in the following discipline(s): Administration / and Supervision, Educational Leadership, School Principal or Professional School Principal.
- Demonstrated expertise in the design, implementation, and evaluation of training and development programs for adults.
- Effective interpersonal, analytical, and evaluation skills.
- Effective oral and written communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned doctorate degree from an accredited institution in education, educational leadership, public administration, or related field.
- 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.
- ~~Prefer progressively more responsible successful administrative experience.~~
- ~~Experience as a school based administrator preferred.~~
- Bilingual skills preferred.

**SUPERVISES:**

Responsible for supervising and evaluating Training Specialist, Management Development; Staff Assistant, Leadership Development; clerical staff; Leadership Development Trainers as required.

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

Frequent and necessary communication, coordination, and collaboration with District staff, state of Florida DOE representatives, and school personnel in planning, implementing, and monitoring the effectiveness of professional learning to meet needs of administrative leadership personnel.

**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: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Retitled: 4/12/94

Realignment of Department: 3/19/96

Organizational Chart/Alignment Title Change: 5/9/2000

Board Adopted: 12/16/03\*

Revised: 3/15/05

Revised: 5/18/06

Revised: 05/31/2011