

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Coordinator, Teacher Support
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	27
<b>BARGAINING UNIT:</b>	BTU-TSP (PROF)

**QUALIFICATIONS:**

**EDUCATION:** An earned master’s degree from an accredited institution.

**EXPERIENCE:** Minimum of six (6) years of progressively more responsible experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:**

**REQUIRED:** Requires prior experience, with and demonstrated expertise in the design, implementation and evaluation of training and development programs, preferably targeted at the adult level. Requires demonstrated advanced oral/written communications skills. Computer skills as required for the position.

**PREFERRED:** Human Resources, training, or education major preferred. Bilingual skills preferred.

OR

**EDUCATION:** An earned bachelor’s degree from an accredited institution.

**EXPERIENCE:** Minimum of eight (8) years progressively more responsible experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:**

**REQUIRED:** Requires prior experience, with and demonstrated expertise in the design, implementation and evaluation of training and development programs, preferably targeted at the adult

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level. Requires demonstrated advanced oral/written communications skills. Computer skills as required for the position.

**PREFERRED:** Human Resources, training, or education major preferred. Bilingual skills preferred.

**REPORTS TO:** Director, Teacher Development, Human Resource Development or designee.

**SUPERVISES:** As assigned

**POSITION GOAL:** Enhance and strengthen the professional practice of teachers throughout the Broward County School District by providing ongoing teacher development programs and services.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Coordinator, Teacher Support shall:**

1. coordinate and support New Educator Support System (NESS) site-based Induction Program; support new educators in complying with all State and District requirements.
2. coordinate and provide site-based Instructional Coach, New Educator Support System (NESS) School Liaison and Building Level Administrators Professional Development and/or Learning Communities support and services for schools with greatest need or as requested.
3. ensure availability of effective mentors to educators by coordinating retired educators as NESS Teacher Coaches and/or Broward Guild of Teachers.
4. provide a network of information sharing to teachers by organizing and coordinating the Teachers as Leaders program to provide a platform to share knowledge, experience, and expand the collective knowledge of teaching, learning, and leadership throughout the district.
5. determine the requirements for and effectiveness of teacher staff development by conducting needs assessments, gathering feedback, and analyzing data for continuous service improvement, ongoing program refinement and quality staff development offerings.
6. provide and/or facilitate quality staff development based on meeting District Initiatives and/or developing development programs in designated areas of need by communicating effectively, in both written and oral forms, to facilitate program implementation.
7. support teacher excellence throughout the Broward County School District by recruiting teachers with at least three successful years of teaching to pursue recognition from the National Board for Professional Teaching Standards.

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8. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
9. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
10. review current developments, literature and technical sources of information related to job responsibility.
11. ensure adherence to good safety procedures.
12. follow Federal and State laws, as well as School Board policies.
13. perform other duties as assigned by the Director, Teacher Development, HRD, or designee.

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

Frequently works with school-based administrators, at all levels, and active/retired teachers to coordinate effective and timely teacher training and support throughout the District.

**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.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.



**Coordinator, Teacher Support (Cont.)**

Point Range: 945-994

**Position Factors**

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit.
- B. Advisory to work unit; used by others to take action.
- C. Substantial support, advice, and counsel to work unit.
- D. Substantial direct impact on unit's results.
- E. Authoritative to unit/substantial to District.

**Position Analysis Criteria**

<b>1. Knowledge</b>	<b>2. Human Relations Skills</b>	<b>3. Problem Solving</b>	<b>4. Decision Making Freedom</b>	<b>5. Position Impact</b>
<b>C/3</b>	<b>C/2</b>	<b>C</b>	<b>C</b>	<b>C</b>