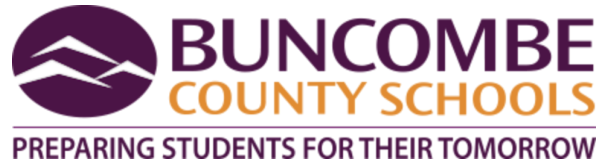


Beginning Teacher Support Coach (K-12) Job Description



Salary: NC Teacher Salary + local supplement

FLSA STATUS: Exempt

Reports to: Beginning Teacher/Professional Development/Student Teacher Placement Specialist

Supervises:

Job Summary: The Beginning Teacher Support Coach will be responsible for providing mentoring, professional development, and direct assistance to new teachers to help them develop their skills in areas like classroom management, lesson planning, and parent communication. This role involves regular one-on-one and group meetings, classroom observations, and coaching, as well as helping teachers navigate licensing requirements and the evaluation process.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

EDUCATION AND EXPERIENCE:

- A valid teaching license and significant, successful experience as a classroom teacher
- Proven expertise in instructional strategies, curriculum planning, and classroom management
- Experience in a mentoring, coaching, or leadership capacity

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Mentorship and coaching: Builds a supportive and positive relationship with new teachers to build their self-confidence and independence. This includes individual and small-group coaching sessions
- Classroom support: Conducts non-evaluative classroom observations and debriefing sessions to offer feedback and model effective instructional strategies
- Instructional guidance: Helps beginning teachers with lesson planning, curriculum alignment, data analysis, and assessment design. A coach should stay current on educational best practices and research-based initiatives
- Professional development: Collaborates with district and school leaders to coordinate and facilitate training sessions for new teachers on topics such as: classroom management, time management, best teaching practices and student management
- Administrative assistance: Assists new teachers with school and district policies and procedures. Coaches may also help with licensure requirements and the organization of required paperwork
- Communication and coordination: Serves as a point of contact for new teachers and maintains regular communication with school administrators, mentors, and the central office regarding teacher needs

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of the North Carolina Beginning Teacher Support Program (BTSP)
- Maintain high confidentiality
- Exceptional verbal and written communication skills
- Exceptional record keeping
- Knows how to track the progress and effectiveness of the support program
- Willingness to build deeper understanding of NC Essential Standards
- Ability to conduct professional development for teachers and administrators
- Ability to disaggregate, interpret, and analyze data
- Ability to successfully collaborate with colleagues
- Ability to multi-task and agility
- Ability to work with diverse groups
- Ability to utilize technology in a meaningful manner

PHYSICAL REQUIREMENTS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties performed typically in a school office setting.
- Walking, standing, stooping, lifting, exerting up to approximately 20 pounds of force occasionally; other physical activities may be required.
- Prolonged periods of sitting at a desk.

MONTHS OF EMPLOYMENT: 10 (Temporary grant-funded for 25-26 school year)

EVALUATIONS: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER
Follow the Hiring Process instructions on the Buncombe County Schools' website:
www.buncombeschools.org/hiringprocess