



**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: *Secondary New Teacher Support Coach*

JOB TITLE: New Teacher Support Coach (Secondary)	LOCATION: School
REPORTS TO: Human Resource/Curriculum & Instruction	WORK SCHEDULE: 11-month (220 Days) PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: Must have a valid VA driver's license. Regular and reliable attendance is required for this position.	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: <ul style="list-style-type: none">• Valid Professional License issued by the Virginia Department of Education required• Five (5) years of experience in a licensed position (Secondary preferred).• Experience with recruitment, mentorship, leading professional development and retention/recognition initiatives with schools strongly preferred.• Experience with event planning and digital communication strongly preferred	

GENERAL PURPOSE:

Reporting to administrators in the Department of Human Resources (HR) and Curriculum and Instruction, the New Teacher Support Coach will provide support to teachers with zero (0) to one (1) year of experience to provide support and guidance to help meet the CCPS goal of development and retention of highly qualified teachers. The New Teacher Support Coach will oversee, in collaboration with colleagues in the Department of Curriculum and Instruction, the division's programs for onboarding and mentoring of new teachers. Additionally, the *New Teacher Support Coach* will contribute to CCPS strategies regarding recruitment and retention of licensed staff, staff wellness initiatives, training and support for 0 to 1 year teachers.

The successful *New Teacher Support Coach* will use their own classroom experience and relationships with others to drive improvements in HR processes and practices to ensure program design and delivery matches the needs and interests of CCPS staff, and demonstrate adaptability in working with different stakeholders and content areas.

ESSENTIAL DUTIES:

Support Onboarding and mentoring of new teachers with 0-1 years of experience

- Collaborate with other HR staff and Curriculum & Instruction specialists & staff to design and facilitate New Teacher Institute, with a focus on instructional training, orientation/onboarding, professional responsibilities, and building connections within and across building staff. They also
- Collaborate with Instructional Specialists to facilitate the mentor program, including project-related supervision of designated mentors, to ensure effective mentor matching for new licensed hires.
- Collect, design, and disseminate training materials for mentors of new teachers, differentiated for mentors of new-to-profession teachers and new-to-CCPS veterans.
- Collaborate with principals and instructional leaders to strengthen support of novice teachers and career switchers.
- Provide ongoing professional growth opportunities for new teachers and/or mentors.
- Collaborate with HR & C & I to refine a program evaluation model for new teacher induction efforts, collect data to inform such evaluation, and recommend adjustments to strategy.

Support recruitment and retention of licensed staff

- Contribute to recruitment for teachers and other licensed positions via in-person and virtual job fairs, information sessions at institutions of higher education and other sites, and online advertising and publicity campaigns.
- Collaborate with other HR staff as well as the Communication and Community Engagement Specialist to identify and cultivate stories of success among CCPS educators that can be shared with potential job candidates.

Support and demonstrate core values of the Department of Human Resources

- Engage in ongoing professional development to build specialized knowledge in human resources practices and other areas related to job duties.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as an optimal role model for students, colleagues, and the general public.
- Work in close harmony with colleagues and supervisors.
- Comply with all division and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of strong instructional design, pedagogy, and implementation practices.
- Knowledge of effective data collection and management practices; data analysis skills strongly preferred.
- Skill with planning, instructional coaching, presentations, public relations, and organization required.
- Ability to translate personal experience and professional success into concrete tools that can help new staff members and supervisors.
- Ability to serve as a passionate advocate for CCPS to attract new educators.
- Ability to work cooperatively in a team environment to plan and achieve the division's strategic plan goals and strategies.
- Ability to work under pressure, accomplishing a high volume of work within designated timeframes.
- Ability to organize and perform work independently.
- Ability to show sustained effort and enthusiasm for professional growth, quality, and

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Work environment is primarily inside, where the noise and temperature levels are moderate.
- The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.