

JOB DESCRIPTION

Position Title: Teacher Evaluator

Position: 210-day teacher

Reports to: Director of Teacher Effectiveness

Purpose or Reason for the Position: To enable the Office of Teacher Effectiveness to more effectively and collaboratively work with all stakeholders to positively impact teacher effectiveness and student achievement.

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

- Assists with the efficient and effective operation of the ADEPT program;
- Assists in developing materials to be used for all evaluation programs, planning and conducting training programs for the ADEPT Evaluation System (SAFE-T and Mentor), planning and conducting TIPS kick-off and workshops throughout the year, planning and conducting orientation sessions for teachers who are being evaluated with the ADEPT System, and analyzing information to develop the formation of evaluation teams;
- Serves as chairperson for each “highly consequential” evaluation team and completes the necessary documentation;
- Serves assigned schools by assisting the administration with evaluation procedures, meeting regularly with induction teachers, meeting regularly with mentors, and coaching teachers when requested by the administration;
- Plans and conducts assigned remediation in-services for identified teachers;
- Keeps current on best practices in the assigned area(s) of responsibility (ies) and advises appropriate personnel accordingly;
- Collects data and analyzes information to generate State required reports and meaningful reports for Senior Staff: analyzes impact of programs and makes recommendations for revisions and/or modifications;
- Identifies materials that compliment and support specific areas;
- Assesses needs for staff development training based on evaluation results and recommends training programs to the Deputy;
- Provides diagnostic feedback and remediation to maintain inter-observer reliability and system integrity;
- Conferences and/or counsels with teachers, principals, and other administrators regarding the evaluation process;
- Provides diagnostic feedback and/or remediation to educators evaluated. Plans, implements, and documents individual remediation plans.

Secondary Functions: (List only the non-essential job functions)

- Serves as a member of evaluation teams;
- Ensures the evaluation process is effectively implemented across CCSD;
- Supports administrators and teachers in regards to the ADEPT evaluation process;
- Works collaboratively with all stakeholders to identify quality teaching; and
- Performs other related duties as required.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments).

Qualifications:		
	Required	Preferred
Education:	Bachelor’s Degree	Master’s Degree
Experience & Training:	5 years of successful teaching experience	Mentor Training, STEP 123 Evaluator Training; Experience serving as a STEP evaluator
Specific Skills:	Ability to communicate effectively with district staff, government agencies and all other groups involved in the activities of the job; Ability to complete, process, and maintain all required records and reports; Knowledgeable of computer applications to include Microsoft Office Suite; Excellent Organizational Skills and the ability to multi-task	
Licensing/Certification:	SC Department of Education Teaching Certification	
Other:		
Working Conditions: (describe the work location, identify typical hours, extent of travel)		
Location: Majority of work week will be school-based; however, some time weekly will be spent at district office 75 Calhoun Street		
Travel: Routine local travel required and occasional overnight travel required.		
Hours: 40		
Physical/Mental Requirements: (describe the tools or equipment utilized to perform the job functions, number of pounds lifted, requirements for handling degrees of stress, adaptability to fluctuating deadlines, number of locations visited each day, ability to do routine work)		
Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs; Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines; and Duties of the job require frequent use of a computer and related equipment.		