

JOB TITLE: Coordinator of Teacher Services

STATUS: Exempt

REPORTS TO: Assistant Superintendent of Talent and Engagement

TERMS: 230 Days/Non-Contract

DEPARTMENT: Human Resource Services

PAY GRADE: AE106

PRIMARY PURPOSE:

Coordinate teacher recruitment and retention programs for the district, including the implementation and expansion of the Teacher Incentive Allotment (TIA) and the development of a teacher pipeline and mentoring program. Oversee assigned personnel and ensure legally sound and effective programs, policies, and practices.

QUALIFICATIONS:

Education:

Master's Degree

Mid-Management Certificate or Principal Standard Certificate, preferred

Certified in Texas Teacher Evaluation and Support System (T-TESS)

Valid Texas Teaching Certificate, preferred

Special Knowledge/Skills:

Knowledge of the Teacher Incentive Allotment and applicable laws

Ability to take best practice to influence district wide initiatives

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to effectively present information in one-on-one and to small and large groups of employees

Excellent public relations, organizational, communication and interpersonal skills

Experience:

Five years of teaching experience

Three years of experience in a related capacity or as a campus/district administrator

MAJOR RESPONSIBILITIES AND DUTIES:

1. Facilitate and document the work on the strategic plan (priority 2), district improvement plan, and department metrics regarding the recruitment and retention of teachers.
2. Maintain compliance with all TIA requirements, submissions, timelines and expansions.
3. Coordinate and provide professional development in the areas of T-TESS evaluation and calibration, TIA expansion, and National Board Certification.
4. Serve as a resource to district administration in matters relating to recruitment, retention, teacher evaluation, and TIA.
5. Consult with teachers, and campus and district leaders on research and new approaches to teacher recruitment and retention.
6. Coordinate all recruitment efforts including but not limited to the district job fair and Welcome Week.
7. Provide supervision and guidance to the Recruitment and Retention Specialist.
8. Collaborate with campus instructional staff and administration to assess needs especially as related to hard to fill positions.

9. Work collaboratively with campus and district personnel to support instructional leadership at the campus level, including developing a teacher pipeline and mentoring program.
10. Work with all instructional departments to develop a plan for mentoring new teachers to the district.
11. Assist in sharing of best practices and observed, successful teaching techniques contributing to a positive mentoring experience for teachers within the district.
12. Complete other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date