

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – INDUCTION AND PROFESSIONAL DEVELOPMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible leadership work to carry out school system mission and goals in Induction and Professional Development. Work involves planning and providing an induction and training program for school-based, professional employees (beginning teachers, principals, assistant principals, and prospective school administrators); supervising professional and classified employees in the department; and supervising and maintaining a number of files and records related to beginning teachers, mentors, and administrators. Also performs a variety of supervisory and administrative tasks in planning and directing the overall professional development plans and activities of the district. Employee is responsible for assessing system-wide staff development needs, setting specific goals; developing training programs to meet specified needs, evaluating the effectiveness of implemented programs, and overseeing the maintenance of professional development records for Continuing Education Units, attendance, etc. Employee assists the Curriculum and Instruction staff with developing and evaluating current instruction programs, as well as developing strategic plans for the system. Reports to the Chief Curriculum and Organizational Development Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, develops, and coordinates an induction program, orientation, training in school system policies and procedures, monthly Right Start seminars, and assistance from Induction Support Coaches for first-year, beginning teachers.

Plans, develops, and coordinates a mentoring program for beginning teachers, that includes conducting an orientation for mentors and arranging for training in “Mentoring North Carolina’s Novice Teachers,” also supervises handling of paperwork for mentor pay and training.

Plans, develops, and coordinates leadership development sessions and assistance for beginning principals and assistant principals (and experienced principals/assistants who are new to the Guilford County Schools).

Plans, develops, and coordinates professional development sessions and activities for prospective school-based administrators through the Guilford County Schools Leadership Academy.

Plans and collaborates with school system principals to provide support for beginning teachers at school sites.

EXEC. DIRECTOR – INDUCTION AND PROFESSIONAL DEVELOPMENT

Plans and provides a New Teacher Welcoming Event for all initially licensed teachers and teachers new to the Guilford County Schools.

Directly supervises assigned staff; conducts performance evaluations in conjunction with defined policies and procedures; assigns work on a regular basis to subordinate personnel.

Conducts various needs assessments to determine training needs at the district level; delivers specific professional development aligned with district goals; delivers system-wide training programs for all staff; and assesses effectiveness of training.

Assists the Curriculum and Instruction staff with developing, implementing and evaluating curriculum and instruction in the school system; assists with the design of strategic plans for various programs.

Assists schools with assessing the needs of and developing their own professional development programs.

Assists individuals and groups in identifying external and internal resources for professional development, including instructor-led training and self-study materials.

Works in leadership capacity as part of teams working to increase student achievement.

Coordinates initial implementation of various innovations within the system as designated by the Chief Curriculum and Organizational Development Officer.

Supervises and conducts personnel administration duties for direct report subordinate(s) including hiring and firing, evaluating, disciplining, assigning special duties, monitoring attendance and granting leaves.

Facilitates evaluation of the district and school-level professional development for impact on increased teacher effectiveness and improved academic achievement.

Communicates effectively with supervisors concerning pertinent aspects of the district and school-level professional development programs.

Encourages and supports the development and implementation of innovative, effective instructional programs based on scientifically based research to increase achievement for all students.

Monitors various professional development activities.

Verifies and provides information necessary to satisfy local and state reporting requirements.

Demonstrates awareness of school/community needs and supports activities to meet those needs.

Remains current in state and federal program guidelines, procedures, rules, and laws.

EXEC. DIRECTOR – INDUCTION AND PROFESSIONAL DEVELOPMENT

Participate in appropriate conferences and professional development opportunities for improved job performance.

Improves leadership skills through self-initiated professional activities, such as participate with and or work on committees associated with professional organizations, or to meet statewide needs.

Maintains active involvement in local, state and national professional organizations.

ADDITIONAL JOB FUNCTIONS

Carries out duties assigned by the Chief Curriculum and Organizational Development Officer as required to meet district goals and objectives.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education, and five to seven years of experience as a principal and/or teaching including program coordination; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments to subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, instruction, etc.,

EXEC. DIRECTOR – INDUCTION AND PROFESSIONAL DEVELOPMENT

using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of internal and external resources for staff development.

Considerable knowledge of current literature, trends and developments in the field of organizational development.

Considerable knowledge of the principles of supervision, organization and administration.

Skills in supervising and coordinating large programs.

Ability to assess system-wide staff development needs.

EXEC. DIRECTOR – INDUCTION AND PROFESSIONAL DEVELOPMENT

Ability to set high level goals and develop long range plans.

Ability to develop, implement and evaluate training programs.

Ability to develop, implement and evaluate curriculum and instruction.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitates by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of this job.