

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

ADMINISTRATOR OF TEACHER TRAINING AND EVALUATION

QUALIFICATIONS

- (1) Master's Degree from an accredited institution.
- (2) Certified by the State of Florida in Education, Supervision and/or Administration.
- (3) Minimum of five years experience in a senior management capacity with an educational institution.
- (4) Experience as a principal or assistant principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and regulations governing contract administration. Knowledge of Florida State public school laws. Knowledge of how a large school district functions from a broad perspective. Successful presentation and communication skills, both oral and written. Ability to maintain effective working relationships with employees and union representatives.

REPORTS TO:

Superintendent

JOB GOAL

Assist principal with beginning teachers and other teachers that need assistance.

SUPERVISES:

Confidential Secretary
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES

- (1) Develop and implement beginning teacher program as required by Florida law.
- (2) Assist principal with inservice to teachers on new or effective methods.
- (3) Chair the committee on teacher evaluation.
- (4) Use effective, positive interpersonal communication skills.
- (5) Perform other incidental tasks consistent with the goals and objectives of this position.
- (6) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

**Board Approved December 14, 1999
Amendment Board Approved April 15, 2003**

ADMINISTRATOR OF TEACHER TRAINING AND EVALUATION (Continued)

Approved Unit Compensation plan, pay grade 8-13

12 months

7.5 hours per day

EVALUATION:

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