

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS Supervisor of Coaching and Development

JOB TITLE: Supervisor of Coaching and Development
REPORTS TO: Executive Director, Human Resources
SUPERVISES Assigned personnel, and programs, and systems

NATURE AND SCOPE OF JOB:

The Supervisor of Coaching and Development is a key personnel position in the Human Resources Department. The Supervisor of Coaching and Development improves student achievement and district compliance through teacher and administrative certifications, orientation of personnel, position training, evaluation systems, internship and mentorship programs, and recruiting and hiring practices.

QUALIFICATIONS:

The Supervisor of Coaching and Development shall:

1. Hold a certification as New Jersey Supervisor, Principal, or School Administrator.
2. Hold a Master's Degree from an accredited college or university.
3. Have five (5) or more years of teaching experience.
4. Have prior experience working with staff evaluation tools.
5. Ensure a demonstrated knowledge and understanding of the Teacher Effectiveness and Accountability for Children of New Jersey Act (TEACHNJ).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Coaching and Development:

1. Ensures certification compliance for all certificated employees for hiring, appointing, and transferring certificated employees.
2. Manages the Teacher Certification Information System (TCIS).
3. Supports applicants, student teachers, and current employees in achieving certifications, including substitute certifications.
4. Oversees the Provisional Teacher Process (PTP), the Provisional Licensure Registration Management System (PLRMS), and the District Mentoring Plan.
5. Maintains employee certification reports and conducts a yearly audit in the Human Resources Information System.
6. Supervises employee evaluations for certificated and non-certificated employees, including evaluation forms, rubrics, timelines, professional improvement plans, and corrective action plans.

7. Coaches school and district leaders in best practices to support employees with skill development and job performance.
8. Ensures TEACHNJ and AchieveNJ compliancy through an approved district evaluation and tenure system for school-based certificated personnel.
9. Assists Principals in the implementation and management of student growth objectives and student growth percentiles.
10. Oversees the maintenance and implementation of the employee evaluation and professional growth software programs; reports the required data through the Evaluation Information System (EIS).
11. Develops, implements and maintains record of the state mandated professional development series.
12. Supervises the district's student teacher and student intern programs.
13. Supports in the active recruitment of teachers in hard to fill positions through university and business related partnerships, job fairs, and student intern programs.
14. Plans and conducts professional development during the orientation of new employees, student teachers, and interns.
15. Performs other duties as requested by immediate supervisor.

EMPLOYMENT TERMS:

The Supervisor of Coaching and Development shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Supervisor of Coaching and Development shall be evaluated in accordance with Board of Education Policy.