

**Hernando County School Board
Florida**

FLSA: Exempt, Union

TEACHER SUPPORT SPECIALIST

Required Qualifications:

- Bachelor's Degree
- Minimum of five (5) years of successful experience as a teacher
- Clinical Educator Trained
- Valid Florida Educator's Certificate in any area

Desired Qualification:

- Experience as a trainer in professional development
- National Board Certification
- Florida certification in Educational Leadership

Performance Responsibilities:

- Analyze annual evaluation data and make recommendations to focus professional development based off of previous years' evaluation data
- Assist in collecting and preparing documentation for state reporting, as it applies to evaluations
- Assist in the development of a comprehensive teacher induction program
- Assist with application of the Value-Added Model as well as End-of-Course assessment data, as it impacts evaluations
- Assist with the roster verification process
- Co-facilitate substitute teacher trainings
- Coordinate & facilitate New Teacher Academy
- Coordinate & facilitate New Teacher Orientations
- Coordinate Evaluation Manual Annual Review Team meetings and keep team members updated as to changes to instructional evaluation procedures
- Investigate and answer questions pertaining to instructional evaluations and the Observation360 Application
- Maintain a database for first semester evaluations for first year teachers.
- Maintain a database of all new teachers to track the services and trainings received.
- Maintain a database of all teachers on improvement plans (IAP, PIP)
- Maintain a database of teachers that receive an overall Needs Improvement or Unsatisfactory on their evaluation to inform principals and teachers and to provide support as needed.
- Maintain Employee Evaluation website
- Manage Race to the Top District Evaluation Systems Grant
- Meet with pre-interns and final-interns throughout the District to evaluate effectiveness of the HCSD intern program
- Plan and coordinate Final Intern Meeting with Principals each semester.

- Provide technical support to instructional evaluators with iPads and the Observation360 application
- Provide training and support to administration on the various plans available to support teachers in need of improvement
- Serve as a recruitment representative for the school district at local colleges and universities
- Assist with the implementation of the instructional evaluation system
- Act as a resource for instructional evaluation system compliance
- Coordinate and assist in training of administrators and instructional staff in the evaluation framework and process
- Assist in collecting, processing and reporting of evaluations and associated data
- Assist new and struggling instructional employees to become successful educators
- Assist with the implementation of legislative impacts (i.e., Senate Bill 736 and 1664)
- Serve as support in the area of teacher certification
- Assist in the coordination of the teacher mentor program
- Assist in Title II teacher professional development activities
- Coordinate recruitment and retention initiatives including job fairs, substitute teacher training and new teacher orientation
- Perform other duties as assigned by the Supervisor of Professional Standards, Director of Human Resources and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Professional Standards, Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Professional Standards, Director of Human Resources and/or designee

Terms of Employment:

- 10-month employment
- Split funded (Grant/District)
- Additional years contingent upon available funding

Salary:

Salary based upon the approved salary schedule - Instructional

Job Code:

77312

Board Approved: 08/09/11
Revised: 06/10/14, 7/6/2015