

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Director of Teacher Quality

**FLSA:** Exempt

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### GENERAL SUMMARY

Develops and directs a comprehensive, cohesive, and ongoing staff development program for all employees to meet the needs of the district, schools, and individuals for professional growth. Develops, coordinates and manages accountability functions, to include meeting the requirements of the No Child Left Behind Act and other state requirements for accountability and teacher certification. Reports to the Assistant Superintendent for Curriculum and Instruction.

### ESSENTIAL FUNCTIONS

Assures that the district meets staff development requirements as specified by the S.C. Department of Education and state law. Maintains accurate records for all staff development activities.

Assesses the staff development needs of all district employees as required. Coordinates utilization of the leadership skills and expertise of school district personnel in implementing staff development activities. Cooperates with institutions of higher education and community agencies to offer courses, workshops, and seminars that meet the staff development needs of the district and its employees.

Provides planning and implementation of district staff training as related to accountability measures and data-driven decision making. Develops and maintains the District Menu of Activities as it relates to professional development on the District Website.

Coordinates in-service programs throughout the district. Works with all schools to plan and coordinate a minimum of 44 hours of district in-service activities for certified personnel each year. Organizes and supervises appropriate in-service training for classified personnel.

Assists with the preparation and management of the district staff development budget.

Assists with the implementation of ADEPT training and evaluation for the district. Interprets the policies and regulations of state and federal programs relating to teacher quality and leads the district in planning, developing, and implementing effective measures to assure teacher quality according to the No Child Left Behind Act.

Observes teachers to assess instructional effectiveness as it relates to student achievement and teacher quality. Monitors the effectiveness of Professional Development programs and services that lead to continuous improvement through data driven decision making to evaluate results.

Handles coursework for recertification and assists with the implementation of the Professional Certificate Renewal Guidelines and Professional Growth and Development Plan.

Provides support to the Office of Instructional Services to ensure high quality instructional services to District schools. Participates in the Office of Instructional Services' budget development process; manages the budget and expenditures related to the requirements of the No Child Left Behind Act and other funds.

Assumes responsibility for personal professional growth activities related to the requirements of teacher quality and staff development.

Serves on district, consortium and statewide committees related to teacher quality or staff development as necessary.

Supports and promotes the integration of technology in instruction.

Maintains awareness of, and compliance with all federal, state, and local laws and regulations.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Master's degree in Education Administration or a related discipline with three to five years of teaching experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and a South Carolina driver's license.

### **Knowledge:**

Thorough knowledge of District policies, programs and activities related to teacher quality and staff development. Knowledge of certification requirements and professional development standards. Knowledge of grants and state-mandated programs related to training for certificated district personnel. Knowledge of the required records, reports, and information which must be prepared, monitored and maintained. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge of effective training and management methods.

### **Skills/Effort:**

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to provide leadership in planning, developing, and implementing effective measures to assure teacher quality. Ability to develop and maintain effective working relationships with district staff. Ability to provide assistance in planning, developing, organizing, directing and coordinating various activities and programs related to teacher quality and staff development. Ability to use independent judgment and discretion in conducting assigned duties. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to provide assistance in budget preparation and review. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain required records, reports, and confidential personnel information.

### **Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

### **Responsibility:**

Responsible for designated budget.  
No direct supervisory responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____