

Job Description

Job Title: **Induction Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **June 2014**

Job Code: **4065**
 FLSA Status: **Exempt**
 Grade: **L 9**
 Work Year: **10 months**

SUMMARY: The Coordinator works with both novice and experienced teachers to ensure the retention of competent and valued professional staff, whose primary work is the education of District 12 students. The Coordinator works with Staff Development, Human Resources, Learning Services, Special Education and building administrators to ensure effective professional growth opportunities for all.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Organize and facilitate August Induction Orientation.	A	5%
2. Train, supervise and monitor mentors.	W	15%
3. Train, supervise and monitor Induction facilitators.	M	5%
4. Coordinate inductee-mentor matches.	A	5%
5. Organize and facilitate Spring Final Presentations.	A	3%
6. Attend and provide information at Human Resources contract signings.	A	2%
7. Observe first year teachers in residence (TIR).	W	5%
8. Teach, observe and coordinate second year TIRs.	Weekly	15%
9. Evaluate Induction Program. Monitor Induction Program to ensure compliance with legal issues.	A/D	10%
10. Coordinate work with Human Resources, Learning Services, Staff Development, principals and Student Achievement Coaches. Supervise and evaluate Administrative Secretary and full time mentor.	W	7%
11. Supervise and evaluate administrative secretary and full-time mentor.	A/D	3%
12. Organize and facilitate mentor and Induction Facilitator Meetings.	M	10%
13. Advocate and be a public representative for Induction.	D	10%
14. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in an education field.
- More than five years of experience in educational institutions, preferably as a teacher.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must possess or be able to obtain a valid Principal/Administrators license within six months of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Must possess high level of competency in all components of a teacher's job and some knowledge of the jobs of other school personnel.
- High-level skills required in interpersonal, oral and written communication, public speaking, facilitation of groups, curriculum and standards based education.
- Knowledge of Colorado Teacher Stands, AD12 policies and procedures, budget management, and performance appraisal.
- Understanding of professional development for adults.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, District Net (Starmail, Starlink, District Website).
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Professional Development Director	050330

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Oversee and monitor accurate allocation of budget including mentors, Induction facilitators, professional leave days, substitutes, stipends, salaries and materials. Participates in developing budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	X
Loud	
Very Loud	