



New Teacher Induction Program Coordinator

Job Description

Under the supervision of the Director of the Educator's Professional Implementation Center (EPIC), the New Teacher Induction Program Coordinator for the Green River Regional Educational Cooperative supports the organization's successful teaching and learning portfolio in three primary areas: professional learning systems, leadership development, and the integration of GRREC's professional learning and coaching model. He/she supports relationships with clients and the technical assistance we provide to decision makers, principals, coaches, and other stakeholders involved in supporting and growing the teacher workforce. GRREC's instructional leadership philosophy is grounded in culturally responsive practices and decisions are made with children's optimal development and learning at the center.

The New Teacher Induction Program Coordinator has the primary responsibility for supporting professional learning initiatives and coaching/mentoring for the New Teacher Induction Program with a focus on teacher retention and student achievement. He/she works with EPIC's external partners, supports project and product development, implementation and communications work, and promotes its mission and growth. He/she contributes to our social media strategy and also supports the organization's internal operations as part of an organization-wide associate team. The New Teacher Induction Program Coordinator reports to the EPIC Director.

Qualifications:

1. Master's degree or higher from an accredited university
2. Minimum of 5 years of teaching experience
3. Minimum of 3 years of experience in teacher/staff development, instructional design, and leadership development
4. Valid KY teaching certificate

Knowledge and Abilities:

1. Ability to direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
2. Experience designing transformative professional learning experiences for adults.

3. Content expertise to create resonant training materials, conceptualize meaningful and engaging learning experiences, and facilitate training sessions for education partners.
4. Demonstrated ability to integrate emerging research in brain development, cognition, and social emotional health and wellness into professional learning.
5. Ability to execute sound decision making authority in alignment with GRREC's organizational mission.
6. Creativity and a high degree of initiative to design and implement innovative solutions to complex challenges.
7. Excellent writing, presentation, and communication skills.
8. Excellent organizational and time-management skill with the ability to complete work seamlessly and independently in order to make the broader team's workload more manageable.
9. Strong interpersonal skills with the ability to promote positive public relations with state, regional, district, and partners.

Annual Contract: 240 days

Reports to: Executive Director or Designee

Salary: Based on rank and experience in accordance with GRREC's Salary Schedule

Evaluations: Performed annually by the Executive Director or Designee

Responsibilities:

1. Collaborate with partner organizations to develop effective new teacher induction professional learning and mentoring support and resources customized for beginning and experienced new teachers.
2. Support the design, coordination, and facilitation of multi-modal, professional learning and mentoring activities for program participants with specific focus on building strong classroom culture and engaging academics to increase teacher retention, promote teacher effectiveness, and positively impact student achievement.
3. Provide extensive data analysis and planning related to the development, implementation, evaluation, and modification of new teacher induction professional learning and mentoring.
4. Advise and provide leadership in the identification and development of research-based new teacher induction professional learning and mentoring programs.
5. Ensure new teacher induction professional learning and mentoring activities advance opportunities for equitable outcomes, opportunities, and distribution of resources while promoting new teacher well-being.
6. Establish and coordinate an effective system for communicating the new teacher induction program to all internal and external stakeholders.
7. Collaborate with various internal and external stakeholders to accomplish goals associated with the program.

8. Assists with various project coordination tasks, including relations with partner organizations; identification of a highly-effective coaching staff; recruitment of districts to participate; mapping-out steps in projects, deadlines, and deliverables; keeping colleagues and senior staff informed; archiving and record keeping; and other administrative tasks as needed.
9. Collaborates with colleagues on cross cutting activities, including proposal development, brand building, and thought leadership.
10. Supports the organization's overall mission by participating in and taking leadership when requested for team meetings, professional learning opportunities, retreats, and other organization-wide events.
11. Supports team members and colleagues through providing feedback, collaborating on work products and processes, and making contributions wherever possible to the overall growth and success of the EPIC team.
12. Perform other duties as assigned.