



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: COORDINATOR OF TEACHER AND ADMINISTRATOR APPRAISAL SYSTEMS

QUALIFICATIONS:

1. Master's Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
2. Five years of successful classroom teaching experience.
3. A minimum of three (3) years of school-based and/or district-level administrative related experience in public education.
4. Demonstrated leadership roles in school, district or state associations, or functions.
5. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: 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 as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Directs the development, implementation and evaluation of Teacher and Administrator Appraisal Systems for instructional and school/district-based administrative personnel.
2. Oversees compliance with Florida Statutes, State Board Rules and School Board Policies related to Teacher and Administrator Appraisal Systems.
3. Assists the Coordinator of Professional Development in the assessment of needs and delivery of professional development services for instructional and administrative personnel appraisal systems.
4. Develops and maintains the Teacher Appraisal System and Administrator Appraisal System manuals.
5. Coordinates, facilitates and implements decisions made by the Oversight Committee for Teacher Appraisal Systems and the Administrative Assessment Leader group.
6. Develops and monitors the online Appraisal Information Management System (AIMS).
7. Creates and provides appropriate training and materials for supporting users of AIMS.
8. Assists instructional and administrative staff in answering implementation questions/concerns.
9. Coordinates appraisal system activities with key District personnel.
10. Develops and delivers training for the Framework for Teaching, Value-Added, and other appropriate Appraisal System needs.
11. Disseminates national, state and local appraisal system information (workshops, seminars, and conferences) to administrative and instructional personnel.
12. Develops, administers and monitors departmental and any applicable grant budgets.
13. Prepares and submits required reports and plans to the Department of Education.
14. Serves on District and State level committees pertaining to appraisal systems.
15. Compiles and disaggregates data and prepares detailed charts, graphs, reports and amendments.
16. Serves as point of contact for the State of Florida Race to the Top (RTTT) initiatives.
17. Identifies and maintains linkages with national, state and local organizations to share Appraisal System Best Practices.
18. Performs other duties as assigned by the Supervisor.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Reviewed by Dept. of Human Resources

Date _____
Adopted by Bay District School Board