



Director, IGNITE Teacher Residency

Reports to:	Chief Human Resources Officer	Job Code:	HR
Department:	Employment Services	Structure/Grade:	132
Division:	Human Resources	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Responsible for the oversight and execution of the IGNITE DeKalb Teacher Residency Program. The residency will include coursework with partner universities, pairing residents with mentor teachers, and individual coaching to support and create an excellent pipeline of teachers in Horizon schools. At the completion of their residency, these teachers would be deployed to teach at the current Horizon sites in DCSD.

Essential Job Duties

- Supervises, manages, and supports Residents through the Residency year.
- Develops, implements, and assesses teacher development towards earning a Clear Georgia Teaching certificate and define key metrics to track progress to goals, effectiveness, and milestones.
- Works with the School Leadership and Operations, C&I, and other Division Directors team members to successfully build capacity of Residents and Mentors
- Collaborates with the Talent Team to recruit, select, and match an excellent resident/mentor cohort each year Learning, Training, and Development
- Designs and facilitates group instruction for all Residents based on best-practices in adult learning and teacher education, working very closely with the Division Directors to align trainings to the year-long professional development series.
- Designs and facilitates group instruction for all Mentor Teachers each month and provide on-going coaching and support for them.
- Co-plans and run summer Mentor-Resident Orientation and teach summer course in July as well as two courses during the school year as part of Resident Seminar
- Leads weekly Residency team meetings and professional learning community, leadership retreats, all Resident selection and assessment and other events.
- Demonstrates knowledge of, and support of DCSD's mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook
- Initiates contact with External Partners team on grant implementation and supervision.
- Develops and organizes the Teacher Residency Program Framework for Residents and Mentor Teachers in partnership with the Teacher Residency Leadership Team and University Partners
- Performs other duties as assigned.

Qualifications



Director, IGNITE Teacher Residency

- Master's Degree in Human Resources, Education Administration, Public Administration or a closely related area is required.
- Minimum five (5) years of leadership experience in public school administration, public school district administration, or other large diverse organizations preferred with a history of successful project management.
- Experience observing teachers and managing and delivering professional development programs for teachers required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level SRL-5, NL-5, PL-6 or above required. If a level SRL-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership. To become eligible, candidate must pass the GACE Ethics Entry assessment.

Knowledge, Skills, and Abilities

- Knowledge of curriculum, instruction, and adult learning. Proven leadership skills with exceptional ability to bridge and enhance cooperative working relationships. Excellent organizational, management skills. Demonstrated ability to manage multiple projects concurrently. Organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; employment law; federal, state and local Human Resources rules and regulations; state certification rules and regulations; DCSD policies and procedures; management-labor relations; public personnel administration; public school administration; position content; qualifications, educational, and training requirements; wage and salary administration; statistical concepts and methods; accounting principles; data collection; office management, and record-keeping
- Skill in effective oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; gathering/researching information; data analysis and report preparation; understanding ongoing and anticipated human resource challenges to identify and implement specific policies and programs designed to meet these challenges; analytical thinking; project management; and negotiation, conflict resolution and problem solving
- Ability to direct and administer the programs and services of an educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; exercise judgment and discretion; establish and maintain productive working relationships with representatives from other organizational areas; plan, coordinate, and direct the work of others engaged in various professional, technical and clerical functions of Human Resources; maintain confidentiality; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.



Director, IGNITE Teacher Residency

- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____