



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Teacher Induction Specialist

Supervisor: Assistant Superintendent

Qualifications:

- WV Professional Teaching Certificate
- Demonstration of successful experience as a teacher, 10 + years
- Excellent verbal and written skills
- Ability to work cooperatively/effectively with teachers and administration
- Excellent interpersonal skills
- Outstanding organizational skills/work habits/qualities
- Ability to flexibly schedule, must be available during the instructional day
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

Collaborate with beginning teachers, school staff, and district staff to enhance the effectiveness of beginning teacher induction.

Duties/Responsibilities:

1. Assist with new teacher orientation.
2. Follow the Grant County Schools WVSIPP as it relates to teacher induction.
3. Observe and conference with assigned beginning teachers.
4. Assist beginning teachers in a supervisory rather than evaluative role.
5. Attend all staff development sessions and complete necessary assignments for mentor teachers.
6. Serve as a member of the professional support team.

7. Without betraying confidentiality, keep the principal informed of interventions with the assigned beginning teacher.
8. Keep all interventions with the discussions regarding the beginning teacher assigned confidential.
9. Learn, practice, and teach instructional strategies to assigned beginning teacher.
10. Provide written documentation of interventions with assigned beginning teacher monthly.
11. Keep or complete other pertinent records as required by the district.
12. Develop a professional relationship with the assigned beginning teachers.
13. Assist with development of the WVSIPP for the district.
14. Complete any other duties as assigned by supervisor.