

Job Title: **COORDINATOR, TEACHER INCENTIVE ALLOTMENT AND TALENT DEVELOPMENT**
Reports to: Senior Human Resources Coordinator
Dept./School: Human Resources
Wages/Hour Status: Exempt
Date Revised: March 24, 2025

Primary Purpose

Coordinate and provide Leadership for the Teacher Incentive Allotment (TIA) and Talent Development programs for the district. Responsible for the effective and efficient coordination of mandatory TEA Professional Development for staff. Collaborate with district staff and outside personnel to provide educational opportunities for staff to acquire additional certifications such as Special Education and Bilingual/ESL. Coordinate and implement the GT (Gifted and Talented) requirements.

QUALIFICATIONS

Education/Certification

Bachelor's degree from an accredited university
Texas Mid-management certificate or other appropriate Texas Principal certificate (preferred)

Special Knowledge/Skills

Strong organizational, communication, public relation and interpersonal skills
Ability to interpret policy, procedures, and data
Ability to coordinate, plan and implement state/district initiatives
Ability to communicate effectively
Ability to implement policies and procedures
Ability to interpret data
Ability to organize and prioritize responsibilities, projects, and tasks
Ability to work and contribute to a team
Ability to seek resources and solutions to effectively solve problems

Experience

Three years' experience in the technology or Human Resources, preferred
Understanding of data management and office file management
Intermediate to advance proficiency in Excel

MAJOR RESPONSIBILITIES AND DUTIES

TIA Program Management

1. Serve as the point of contact of all Teacher Incentive Allotment (TIA) activities and manage all facets of the program.
2. Work with teachers and campus administration to improve performance and retention of identified teachers.
3. Serve as part of the district recruiting team.
4. Provide support to campus and district leadership in the implementation and monitoring of the Teacher Incentive Allotment program.
5. Assist in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, distinction teacher.

6. Assist in the development and update of manuals, training manuals, and materials related to the Teacher Incentive Allotment program.
7. Lead the development of student growth measures related to the Teacher Incentive Allotment program.
8. Research and analyze the validity and reliability of third-party student growth measures related to the Teacher Incentive Allotment program.
9. Assist with reporting assessment data to the Teacher Incentive Allotment program.
10. Generate reports to be shared with leadership in regards with campus walkthroughs.
11. Contribute to the development of a process for evaluating/renewing locally developed teacher designation systems and utilize that process to evaluate the extent to which the district meets criteria as it aligns designation system best practices.
12. Create a pathway and cohort for National Board Certification.

Policy, Reports, and Law

13. Compile, maintain, and file all reports, records, and other documents required. Ensure that accurate data is reported through PEIMS.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
15. Follow district safety protocols and emergency procedures.

Professional Growth and Development

16. Attend School Board of Trustee meetings as needed.
17. Attend professional staff development as needed at the state and region area to keep abreast of current practices.
18. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
19. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
20. Maintain an awareness of events, publications and current legislation pertinent to TIA, T-TESS, Mentor development.

Mentor/Mentoring Program

21. Develop and manage a robust teacher mentoring program.
22. Coordinate all beginning teacher and mentor staff development training sessions and mentor/mentee manual.
23. Meet regularly with beginning teachers and participate in on-going support team training and meetings.
24. Oversee the program and support the professional staff (Mentor and Beginning Teachers) with the school principal and Senior Human Resources Coordinator.

25. Establish and maintain open communication with beginning and mentor teachers.
26. Assign all new hired teachers and their mentors the Mentor/Mentee Handbook and Commitment form.
27. Update the Mentor/Mentee listing throughout the school year.

Talent Development

28. Assist in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a Special Education Teacher, Bilingual/ESL Teacher, and obtain other certifications and District GT requirements.
29. Prepare, distribute and maintain Texas Teacher Evaluation and Support System (T-TESS) documentation and data within Skyward database.
30. Ensure all professional and non-professional evaluations are completed, received, updated and filed.
31. Prepare, distribute, and collect Professional Staff T-TESS Evaluation rosters to campus leaders.
32. Create, add and modify learning sessions (programs) in SafeSchools for mandatory courses.
33. Maintain the uploading of all Teacher Certificates on MyPD program.
34. Point of contact for questions on obtaining additional certifications.

Other

35. Perform other duties assigned by supervisor.
36. Maintain confidentiality of information.
37. Oversee activities for district retirement ceremony.

Supervisory Responsibilities

38. In the absence of the Senior Human Resources Coordinator, provide guidance and decision making to department personnel.

EQUIPMENT USED

Computer, scanners, digital cameras, printer, telephone, copier, fax, shredder

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____