



JOB DESCRIPTION

Title: Peer Evaluator - Empowering Effective Teachers Program

Job Code: 19151

FLSA Status: Exempt, Professional, CTA
Class: Instructional, Professional
Job Family: School Services and Support
Division: Information and Technology
Salary Schedule: Instructional, Less 12 mo A plus benefits
Bargaining Unit: 01, HCTA Teachers

Board Approved Date:

Revised Date:

SUMMARY: Responsible for supporting Hillsborough County's teacher effectiveness initiative by providing feedback on instructional practices and evaluating peers.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties and/or projects may be assigned.

Work at multiple sites

Conduct 15-20 observations/conferences per week using the district approved observation instruments

Communicate with site based administrators and other staff, as needed

Establish and maintain a positive collaborative relationship with members of school and district staff

Maintain an efficient calendar, accurate records, and timely schedules

Attend scheduled district meetings, including summer training

Engage in ongoing continuous improvement and professional development

Model and co-teach lessons and provide feedback to teachers regarding their instructional strategies

Provide technical support as needed

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Achievement Focus - Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

Analytical Skills - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.

Communication - Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Exhibits good listening and comprehension skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

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Dependability - Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

Leadership with Integrity- Exhibits ethical and moral behavior in everyday business conduct. Earns trust of others by disclosing information and admitting mistakes. Recognizes and resolves ethical questions. Ensures organizational ethics are widely understood. Encourages open discussion of ethical issues. Creates an environment that rewards ethical behavior.

Performance Coaching - Defines responsibilities and expectations. Sets goals and objectives. Gives performance feedback. Motivates for increased results. Recognizes contributions. Encourages training and development.

Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

Quality Management - Fosters quality focus in others. Sets clear quality requirements. Measures key outcomes. Solicits and applies customer feedback. Improves processes and services.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: Master's degree and/or National Board certification preferred

Experience: 5 years of successful teaching experience

Additional Preferred Experiences:

Has demonstrated ability to raise student achievement over multiple years
Has assumed positions of leadership within the school and district
Has demonstrated a commitment to continuous professional development
Has prior mentoring experience
Has worked with students/staff from diverse backgrounds

Certificates/Licenses/Registrations: Active Florida professional teaching certificate

Language Skills:

Read and interpret general business and professional journals, technical procedures, or regulations. Write reports, correspondence, and manuals. Effectively present and respond to questions from managers and the public.

Mathematical Skills:

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, and percent and draw and interpret bar graphs.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Knowledge and fluency in computer operations with proficiency in word processing.

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PHYSICAL DEMANDS: This position is classified as sedentary.

OTHER REQUIREMENTS: Satisfactory evaluation on most recent evaluation

WORK ENVIRONMENT: School site based with travel between sites a possibility based on District needs.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission goals and Strategic Plan; to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.