

Job Description for Coordinator of Instruction and Professional Development

1. Develop programs, activities, and initiatives for use by TEA to provide a forward thrust in instruction and professional development in coordination with the IPD Commission
2. Assist in the development of TEA position papers and organizational testimony on education issues
3. Maintain a list of resource persons, materials, plans, ideas, topics, and activities for use by local affiliates to meet their needs as they develop instruction and professional development programs at the local level
4. Work with Boards, committees, agencies, and organizations of state government in instruction and professional development related areas
5. Serve as liaison to State Board of Education and attend all meetings
6. Provide staff coordination and support for the Student TEA and FTA programs
7. Support local affiliates in designing and planning instruction and professional development programs and activities including teacher evaluation and student testing
8. Design instruction and professional development activities for implementation by local affiliates
9. Design and develop training models for use by staff and members to strengthen instruction and professional development at the local affiliate level
10. Be knowledgeable about Tennessee licensure procedures, requirements, and standards and serve as the staff adviser for licensure to TEA members on the State Certification and Advisory Council, to the IPD Commission, and to the TEA Board of Directors
11. Be the primary staff member responsible for obtaining information and providing advice and counseling in the resolution of licensure problems members bring to TEA
12. Serve as staff liaison to the TEA Instruction and Professional Development Commission
13. Coordinate and support staff activities related to instruction and professional development in cooperation with the appropriate staff
14. Identify and support members and local leaders to be skilled professional development presenters. Design, deliver and coordinate a member-centered cadre training program to support member success in the classroom
15. Assist in the planning and execution of meetings and conferences that promote TEA's mission and goals
16. Serve as instructional liaison and consultant on negotiations and collaborative conferencing- related work groups

17. Assemble and/or develop sample language for instruction and professional development items to be negotiated or collaboratively conferenced
18. Review negotiated contracts and MOUs to critique, assess and evaluate current language and make recommendations that can be used by local affiliates as they seek to influence policies and rules
19. Serve as liaison between TEA and such organizations as the National Council for Accreditation of Teacher Education, Tennessee Association of Colleges of Teacher Education, and the Edvantia Educational Laboratory or its successor organization
20. Research, analyze and/or develop information which can be used in the **teach**, and other publications in the areas of instruction and professional development
21. Be primarily responsible to the Assistant Executive Director for Professional Growth
22. Perform other duties as may be assigned by the Assistant Executive Director for Professional Growth and the Executive Director or his/her designee