

DIRECTOR OF THE TEACHER CENTER

Minimum Qualifications: Holds a NY State Administrative Certificate (SAS, SBL, or equivalent) and a Master's Degree from an accredited college or university.

Reports to: Superintendent

Essential Job Function-Distinguishing Features of the Class:

Secure membership of an additional district within the 2-county area into the Teacher Center; correspond with Superintendents as to their participation year-to-year (send a detailed report of policy board participation at meetings and district specific funds allocated for professional development). Work closely with community organizations to assist in promoting their opportunities to members and include them in trainings offered. Work with St. Bonaventure University on providing trainings for pre-service teachers.

Performance Responsibilities-Typical Work Activities:

1. Workshops/conferences created-evaluation of needs of members provide insight into what workshops are needed in the area; distance learning courses are provided for BHSC workshops for targeted needs of ASHA, OT, PT members and community participants.
2. Creation and facilitation of book studies and online courses both locally and within the Far West Region in areas of APPR, edTPA, technology, etc.
3. Create and facilitate a NYSMSA conference locally with a keynote presenter along with local teachers with middle-level area topics.
4. Present workshops face to face in areas of STEAM, Edmodo, Office, and Google Tools. Technology tools purchased by the center are loaned with training provided by the director and on-going communication/training throughout the period of the loan (iPads, Dell Venues, Swivls, Robots Lab kit).
5. Trainer for Saint Bonaventure University's Dignity for All Students 6 hour course, which is required for teacher certification.
6. Evaluation of effectiveness of workshops/PD-a report summarizing the costs associated with workshops, funds received, and the participants' exit surveys is given to the policy board for evaluation and discussion. Suggestions of future workshops are discussed.
7. Attend regional and state meetings. As a member of the NYS Teacher Center Technology Team will attend working meetings in Long Island 2-3 times a year. Attend state meetings in Albany, NY and regional meetings in the Buffalo area with other directors. Participate in lobbying day for NYS teachers every March; participate in local curriculum and technology meetings with the CABOCES team and members of correlating districts to share in NYS policy and changes as they become known.
8. SED required paperwork- prepare the grant, EOY documentation, and any amendments throughout the grant year as needed; review the grant at the end of the year with a committee to establish spending for the following year.

Terms of Employment: 10 month position

Evaluation: Performance is evaluated by the Teacher Center Board

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

7/2017