



TEACHER RETENTION LIAISON

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Employment Services, the position is responsible for working collaboratively with the Coordinator of Recruitment and Retention, school administrators, and mentors to support the division's retention efforts. To encourage retention, the position will serve as a liaison to building level mentors to provide on-the-job targeted support for first through third year teachers.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collaborate with district administrators to develop and implement a retention program and to support the division's strategic recruitment plan.
- Develop positive relationships with new teachers and building mentors throughout the district in supporting and identifying specific needs for P1-P3 teachers.
- Collaborate with school-based administrators and other departments to create specialized professional development opportunities targeted for teacher needs.
- Work with district leaders to identify a cohort of new teachers for additional support; create and implement a schedule of site visits for new teacher support opportunities.
- Assist with preparation and implementation of new employee Onboarding sessions for teachers and substitute teachers throughout the year including the summer months.
- Assist new teachers with onboarding tasks and be a point of contact to provide proactive support.
- Assist with preparation for and implementation of New Teacher Orientation in August.
- Build and enrich relationships with and between new teachers, and colleges and universities, actively researching and pursuing opportunities to present at and attend recruitment events.
- Develop and maintain relationships with *Virginia Teachers for Tomorrow* teachers and students.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrate the ability to deliver and articulate oral presentations and written communication and interact effectively with staff; demonstrate the responsibility for own professional growth by seeking continuing education and in-service training programs; demonstrate professionalism by working cooperatively with other staff members, using support services when needed, ensuring that oral communications are clear, accurate, and grammatically correct, respecting the confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate self-control in the interaction with the school community; demonstrate good work habits to include punctual and regular attendance and efficient use of time. Must have the ability to maintain strict confidentiality, build relationships with people, multi-task, and handle interruptions. Must have excellent organizational skills with a strong attention to detail and strong public relations skills. Must be able to complete the required coaching training for the position.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in applicable field of education from an accredited college or university; must have or be eligible for a teacher license from the Virginia Department of Education and 4 or more years of successful classroom or school counseling experience.

Preferred: Master's Degree



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/21
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