



# TALENT MANAGEMENT

## Job Description

REV: 3/5/2020 1:43 PM

### Job Description Reference Guide San Antonio Independent School District

<b>Job Title:</b>	Appraisal and Educator Quality Program Manager
<b>Position Title:</b>	Appraisal and Educator Quality Program Manager
<b>Function:</b>	Human Capital
<b>Family:</b>	Performance Management

<b>Department:</b>	Office of Continuous Improvement	<b>Pay Grade:</b>	X7
<b>Reports to:</b>	Executive Director, Appraisal & Educator Quality	<b>FLSA Classification:</b>	Exempt
<b>Terms of Employment:</b>	<ul style="list-style-type: none"> <li>12 months/230 days per year. Salary is on Administrative Program Job Group X7 on the SAISD Compensation Plan on a Non-Chapter 21 contract.</li> <li>Entry level is at an annual rate of \$ 75,900 with additional consideration for directly related experience.</li> </ul>		
<b>Funding Source:</b>	This position is grant funded. Annual employment is contingent on the availability of funds.		

#### Job Scope

Oversees daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

#### Position Summary

Responsible for managing, training, and facilitating the teacher appraisal process. Develops, implements, and facilitates calibration appraisal training sessions to improve teacher effectiveness and promote professional growth. Develop the capacity of campus and district administration and their supervisors to implement the teacher appraisal process aligned to the Master Teacher Initiative 2.0 and Beyond, the district's initiative to develop, recruit, retain, recognize, and reward teachers under the state's Teacher Incentive Allotment; support teacher appraisals through campus- and district-level calibration and training activities; support campus administration in the development and implementation of teacher growth plans to improve teacher effectiveness.

#### Essential Functions / Key Responsibilities

1. Collaborates with campus leadership team to ensure implementation and management of the teacher appraisal effectiveness; report inefficiencies and provide recommendations.
2. Partners with key stakeholders to ensure system data is current and complete to provide accurate and timely reporting of information.
3. Develops, implements, monitors, and maintains Appraisal System operations in partnership with Technology.
4. Develops and implements an effective appraisal calibration process with key stakeholders to establish goals, growth plans, employee performance issues.
5. Conducts campus visits to review performance development and program and project progress and provides recommendations that support appraisal calibration process.
6. Develops training programs incorporating key stakeholder feedback to provide professional development, coaching, conflict management, and appraisal system and processes.
7. Communicates and collaborates with key stakeholders to promote program development and customer satisfaction related to the teacher appraisal components.



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8. Provides recommendations on strategic approach to improve multiple factors that contribute to school and student success.
9. Analyzes and identifies critical areas and collaborates with key stakeholders to design, implement, refine, and evaluate programs for continuous improvement.
10. Monitors and assesses the effectiveness of training initiatives for continuous improvement to enhance projects and programs that improve job-related skills and professional growth.
11. Develops and maintains reports to communicate progress to senior leadership.
12. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

#### Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience plus,
- 10 years progressive experience in performance management and evaluation or a related function to include
  - 3 + years' experience as a campus administrator
  - 2 + years' experience utilizing the T-TESS teacher appraisal process and/or comparable systems with fidelity
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

#### Preferred Qualifications

- Master's degree from an accredited college or university
- Valid Texas Principal Certification
- Valid Texas Teacher Certification

#### Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy
- Ability to provide professional development and training
- Demonstrated organizational and analytical skills, including the ability to problem-solve, think critically, and manage conflicts
- Demonstrated proficiency of the Texas Teacher Evaluation and Support System (T-TESS) and/or comparable systems
- Knowledge of and ability to utilize coaching practices to improve appraiser and teacher efficacy
- Knowledge of K-12 curriculum, instructional strategies and best practices to support teacher and leader development
- Ability to develop and facilitate high-quality professional learning activities

#### Working Conditions

##### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

##### Physical Demands/Requirements:



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- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

#### **Supervisory Responsibilities / Direct Reports**

- None

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_