JOB DESCRIPTION

POSITION TITLE: Performance Management Coordinator

DIVISION: Human Resources

DEPARTMENT: Leadership Management & Evaluations

REPORTS TO: Director, Leadership Management & Evaluations

FLSA: Exempt

PRIMARY FUNCTION: Leads TKES/LKES training in all areas as well as related assessment and student reporting functions; monitors compliance and quality control; professional development related to personnel evaluation; support Principals in assisting struggling teachers.

REQUIREMENTS:
1. Educational Level: Master’s degree required
2. Certification/License Required: Valid Georgia Educational Leadership Certificate
3. Experience: 3-5 years School Administration experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; proficient skills in using Microsoft Office; excellent customer service skills; excellent work organization and multi-tasking skills; planning; training; leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Compiles and generates evaluation reports as necessary utilizing the Electronic Platform.
3. Manages and leads the training process to ensure all administrators are trained and credentialed on the Effectiveness System prior to the beginning of each school year; establishes quarterly training schedule for new administrators throughout the year.
5. Develops and updates necessary training materials for the Teacher Keys Evaluation System.
6. Manages the training to administrators and secretaries on utilizing and navigating the Electronic Platform.
7. Provides support to school staff, Administrators and Assistant Superintendents to ensure that Teacher and Leader Keys Evaluation deadlines are met in a timely manner.
8. Completes Inter-rater reliability activities in the schools throughout the year and provide quarterly reports to the Director of Evaluations.
10. Manages the updates of messages on the Electronic Platform to ensure it provides current and accurate information.
11. Manages the Teacher and Leader Keys website and updates as necessary with the most current information.
12. Collaborates with the Director, Leadership Management & Evaluations to update new policies and procedures with the Teacher Keys Evaluation System.
13. Reviews evaluations with compliance and accuracy to ensure validity of evaluations and provide any necessary reports to the Director, Leadership Management & Evaluations.
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<tr>
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<th>Task Description</th>
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<td>14.</td>
<td>Coordinates monthly meetings with all Evaluation Staff to receive any updates regarding communication or training.</td>
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<td>15.</td>
<td>Maintains excellent relationships with Administrators and other District departments.</td>
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<td>16.</td>
<td>Acts as a liaison between the District and the Department of Education during the implementation year.</td>
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<td>17.</td>
<td>Participates and attends necessary training or webinars required by the DOE to stay abreast of current training techniques, policies and procedures.</td>
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<td>18.</td>
<td>Represents the District at designated meetings.</td>
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<td>20.</td>
<td>Receives necessary training to become a Statewide Teacher and Leader Keys Training.</td>
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<td>21.</td>
<td>Assists and supports the Director, Leadership Management &amp; Evaluations with other evaluation needs.</td>
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<td>22.</td>
<td>Performs other duties as assigned by Deputy Superintendent and/or Director, Employee Relations.</td>
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Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________