

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### DIRECTOR OF PROFESSIONAL LEARNING

#### QUALIFICATIONS:

- (1) Master's Degree with Florida certification in at least one of the following areas: Educational
- (2) Leadership, Administration and supervision, Administration, School Principal, or any instructional area.
- (3) Three (3) years of successful teaching experience.
- (4) Digital proficiency to include computers, cameras, projectors, and related presentation software

#### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Broad knowledge of all instructional areas
- (2) Strong knowledge of adult learning
- (3) Outstanding Interpersonal skills
- (4) Excellent communication and listening skills
- (5) Excellent facilitation and training skills
- (6) Excellent presentation skills
- (7) Strong organizational skills
- (8) Strong skills in planning, implementing, scheduling, multi-tasking, monitoring, and evaluating
- (9) Strong knowledge of budgeting
- (10) Strong work ethic
- (11) High energy level and the ability to tolerate stressful situations

#### REPORTS TO:

Area Director of Federal Programs

#### JOB GOAL

To provide job-embedded targeted professional learning experiences for all personnel to enable them to positively impact student learning and overall system operations

#### SUPERVISES:

Assigned Support Personnel

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **COORDINATOR OF PROFESSIONAL LEARNING (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- 1) Plan, organize and implement training activities and programs for all district initiatives and federal programs
- 2) Plan, organize, schedule, facilitate and coordinate the professional learning programs for employees pursuing school principal certification, new teacher training and/or certification and endorsements
- 3) Facilitate on-line programs such as Edivate, iReady, and other federal interventions for students

#### **Interagency Communication and Delivery**

- 4) Interpret staff development programs, objectives, and needs to stakeholders as needed
- 5) Collaborate with directors, principals, teachers and other personnel to establish professional needs for schools and future goals for all personnel
- 6) Coordinate professional learning activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities
- 7) Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary professional learning activities

#### **Professional Learning and Improvement**

- 8) Develop a professional learning budget for allocated funds based on the prioritized needs of the district and in compliance with program requirements
- 9) Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel
- 10) Coordinate the pre-service program in the district by working with the district's area directors and college and university personnel to provide field experiences for student teachers
- 11) Develop and maintain an annual Board approved District Master Plan for professional learning and work with schools in developing school specific annual professional learning plans based on teacher needs.
- 12) Conduct annual evaluations of the professional learning plan and its processes
- 13) Maintain accurate records in the ePDC for staff professional learning plans and/or other professional learning goals

#### **Systemic Functions**

- 14) Prepare and submit all required reports in an accurate and timely manner; maintain all appropriate records and documentation of all trainings required to remain compliant with program requirements
- 15) Demonstrate support for the district's goals and priorities
- 16) Perform other duties as assigned

#### **Leadership and Strategic Orientation**

- 17) Develop and set guidelines and timelines for record keeping procedures for professional learning records of all personnel
- 18) Establish goals and objectives for professional learning programs and projects for district-wide initiatives
- 19) Develop guidelines for the use of professional learning funds and monitor the proper use of funding through a record keeping and budgeting process
- 20) Make data-based decisions regarding professional learning needed to assist the district in meeting its goals