

Job Title: Professional Learning Coordinator I
Department: Professional Learning & Development
Reports To: Executive Director, Learning & Development
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

This position coordinates Pre-Kindergarten thru 12th grade professional learning in the Washington County School District. This includes the articulation of and coordination with the Professional Learning Team. The coordinator works under the direct supervision of the Executive Director of Learning & Development. This position oversees, evaluates, and refines the Entry Years Enhancement (EYE) program and the work of learning coaches to help teachers implement best teaching practices, which include: cognitive engagement, student responsibility for learning, and 21st century skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Coordinates Pre-Kindergarten thru 12th grade Professional Learning

Oversees, evaluates, and refines the Entry Years Enhancement (EYE) program based on formative assessment data by performing the following:

- conducting site visits with learning coaches (coaching/collaborative assessment, learning walks, shadowing during work with new teachers, etc.)
- coordinating training for new teachers (New Teacher Induction, on-site study groups, PRAXIS study group)
- facilitating EYE Advisory Panel and correlation with other district professional development
- providing training and support of mentors, content coaches, and staff developers

Assists and trains in the development of site-based Professional Learning Communities by performing the following:

- facilitating learning coach forums and collaboration
- assisting administrators in helping teams implement effective CSIP's
- coordinating support/training for learning coaches and principals
- assisting in the design and facilitation of a PLC for district professional development staff

- conducting site visits with learning coaches, teachers, and administrators (coaching/collaborative assessment, learning walks, assisting with training and modeling of teaching for new teachers).

- facilitating professional development in the areas of continuous school improvement, change process, data analysis, peer coaching, leadership, and other areas of need.

Coordinates professional learning efforts with Special Education, English Language Learners, Title I and Mathematics Education Departments.

Supports Professional Learning & Development Department by attending meetings and conducting training.

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of professional development (K-12) by performing the following:

- consulting and coaching with district Directors/DSAT

- coordinating and managing information systems and technology involved with professional development (online networking, portfolio, database, website, library resources, etc.)

- facilitating Teacher's Academy (bi-monthly study groups, ongoing planning/consulting/formative assessment, technology support) and other district initiatives

- assisting, designing, and facilitating special professional development projects

- assisting with the development and implementation of on-going leadership training and support

- designing and facilitating training and support for mentors and learning coaches

- developing, evaluating, and providing training for the effective use of portfolio and other professional growth tools

Attends state and district meetings and disseminates information.

Evaluates and refines professional learning programs collaboratively based on formative and summative assessment data. Provides data results to administrative teams.

Assists and trains in the development of school site-based Professional Learning Communities (PLCs).

Interacts with school administrators, teachers, and the public with tact, courtesy and discretion

Establishes and maintains a variety of records including letters, memoranda, reports, bulletins, handouts, and other materials,

Prepares and maintains a budget.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility over the learning coaches, mentors, professional development coaches, and other as assigned by the Learning & Development Executive Director.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree from a four-year college or university and 5 years of experience as a teacher, experience as a successful presenter, and prior participation in Washington County School District peer coaching, mentor, and staff developer training.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Level 2 Utah Teaching License with proper endorsement.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Learning & Development		Date: 7/15/2015
Approved By: Executive Director, Human Resources		Date: 7/29/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 1/29/2016
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	