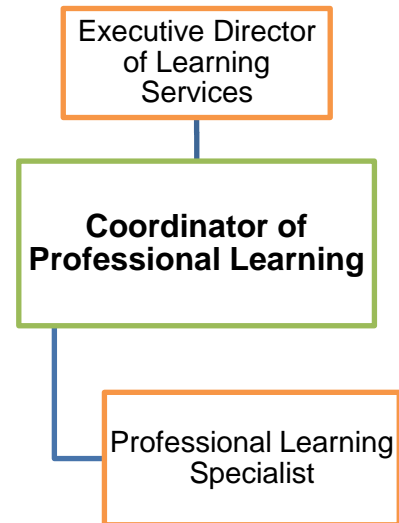


COORDINATOR OF PROFESSIONAL LEARNING

Job Title:	Coordinator of Professional Learning
Initial:	December 15, 2016
Revised:	January 12, 2018 – Administrative Revision
Work Year:	261 Days
Office:	Education
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



SUMMARY: The Coordinator of Professional Learning provides support and leadership for district coordinated professional development including the development, promotion, and implementation of professional face-to face, on-line and blended professional learning activities within and beyond the district. The Coordinator of Professional Learning develops engaging, relevant and timely professional courses and resources to improve teaching and learning.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Lead a vision for professional learning that incorporates best-practices for adult learning.
- Develop face-to-face, blended and on-line platforms for delivery of professional courses and resources to improve teaching and learning.
- Utilize Learning Management Systems to support Professional Learning Communities across the district, zone and schools..
- Develop and maintain professional learning website and event registration system.
- Identify priorities for professional learning based on the district’s strategic plan, student achievement data and staff needs data.
- Utilize national research-standards for professional learning to facilitate and support planning at the school, zone and district-levels.
- Develop an annual professional learning plan aligned with the District Unified Improvement Plan and District strategic priorities ad initiatives.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Support zones and schools with planning and implementing professional learning aligned with District, zone and school priorities and needs.
 - Develop measures of effectiveness to monitor the quality of professional learning activities.
 - Prioritize general funds and Title II monies to implement a professional learning program that impacts student outcomes.
 - Promote and provide training related to professional learning tools.
 - Provide leadership at the district level by working continually to update professional learning offerings and practices in alignment with current trends and research.
 - Develop systems for identifying existing highly effective teachers across the district to be used as models for specific teaching strategies.
 - Develop and maintain a digital library of effective teaching practices.
 - Lead and support district programs that promote educator growth and recognition (i.e. National Board Certification, Induction Programs, Alternative Licensure, etc.).
 - Perform other job-related duties as assigned.

Supervision & Technical Responsibilities:

- This position supervises the Professional Learning Specialist.

Budget Responsibility:

- Ensure scalability and sustainability of professional development programming by researching cost sustaining practices, and assisting in budget / resource planning and management as assigned.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- A Master's degree in Education, Curriculum and Instruction, or related area plus additional coursework for principal / administrator certification or licensure is required for this position.

Experience:

- Minimum 5 years' experience as a teacher or administrator

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado Principal Licensure or Colorado Teaching Licensure

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.