



EMPLOYEE NAME: _____

Revised: 12/10; 10/12; 5/15; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, Leadership Development	JOB CODE: 473W
DIVISION: Human Resources	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Leadership Management & Development	WORK DAYS: 208
REPORTS TO: Director, Leadership Management & Development	PAY GRADE: CZ00 (Based on CS1 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership, resources, and consultative services to the Cobb County School District community in order to improve student learning through the organizational development, leadership development and continued professional learning of school leaders.	

REQUIREMENTS:

1.	Educational Level: Master Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate, minimum of L-5 Leadership Certificate
3.	Experience: 6 years of experience in education required with a minimum of 3 years teaching experience and 3 years administrative experience; school principal experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience/ability; knowledge of effective staff development; data analysis training in the CCSD model

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.	Supervises, trains, hires, and evaluates support staff.
3.	Manages all aspects of Leadership Academy including research, design and Implementation of innovations.
4.	Establishes and fosters Cobb County School District partnerships and pathways with institutions of high learning.
5.	Works collaboratively with Leadership Management in the development of career pathways, professional learning and leadership development.
6.	Supports the District’s plan to develop and sustain leadership across the continuum of experienced administrators, aspiring principals, beginning and/or aspiring administrators, and teacher leaders.
7.	Works with District and local school personnel to develop, implement and evaluate effective professional development on standards-based curriculum, instruction, planning and assessment.
8.	Assists in the development, implementation, and monitoring of school improvement, corrective action and/or restructuring plans.
9.	Supports schools in developing effective Professional Learning Communities that perform as data teams, planning teams, study groups, and peer-coaching teams.
10.	Evaluates the implementation and impact of professional learning on teacher practices, continuous school improvement and student learning.
11.	Applies knowledge about adult learning to develop and implement structures that support adult learning and collaboration and articulates the vision, mission, and goals of high-quality professional learning to all stakeholders.

12.	Collects and analyzes multiple sources of data and uses them to identify improvement needs, inform decisions about school improvement planning and professional learning, and to monitor progress.
13.	Prepares and conducts presentations, trainings, and courses as needed.
14.	Participates in professional growth to stay current with trends, issues, and research related to school improvement, leadership development, professional learning and emerging technologies that support District goals.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____