



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/13; 10/14; 6/18; 9/18; 8/24; 12/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Cobb Virtual Academy Professional Learning Specialist	<b>JOB CODE:</b> 114B
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Cobb Virtual Academy	<b>WORKDAYS:</b> 204
<b>REPORTS TO:</b> Director, Cobb Virtual Academy (CVA)	<b>PAY GRADE:</b> CZ00, Based on CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> An experienced teacher-leader who manages the development and delivery of research-based professional learning to support CVA faculty, with a focus on online pedagogy, instructional best practices, and alignment to the National Standards for Quality Online Learning. Ensures professional learning initiatives are completed by the designated deadline, provides ongoing support and resources to teachers, and serves as the primary professional learning resource for CVA. Employs innovative problem-solving techniques to accomplish objectives.	
<b>REVISION DATE (S):</b> 8/24;12/25	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree in education or related field required; master's degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certification required
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in Microsoft 365, ability to develop, write and implement professional learning resources , online teaching or experience building curricula for online courses (preferred), knowledge of the National Standards for Quality Online Learning, ability to leverage technology for professional learning, strong knowledge of state and local standards, knowledge of instructional strategies for student success in online learning environments, and ability to work independently on a deadline with great attention to detail

*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.	Develops and maintains comprehensive teacher training and onboarding programs to ensure consistency, effectiveness, and alignment with CVA expectations and best practices for online instruction.
3.	Models effective online teaching strategies to ensure CVA courses are consistent with state laws, Cobb County School District policies, CVA guidelines, state and local standards, and best practices for online instruction.
4.	Develops and maintains a master file of teacher resources. Reviews and provides quality assurance testing to validate correctness of content and assessments.
5.	Identifies, selects, and modifies professional learning resources to meet the needs of online teachers across all subject areas.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Creates an online environment that is conducive to student learning by focusing on pedagogy and online teaching best practices.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Assists teachers with improving techniques of instruction and improving overall student achievement; provides instructional strategies and tools to aid the instructional process.

10.	Collaborates with local schools, district office staff, and other key partners to assess, create, implement, and support professional learning for CVA teachers in CTLS.
11.	Meet regularly with CVA administrators regarding professional learning implementation effectiveness, and outcomes.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_