



EMPLOYEE NAME: _____

Created: 7/14; 11/14; 5/16; 10/16 ;7/21; 8/21

JOB DESCRIPTION

POSITION TITLE: Director, Leadership Development	JOB CODE: 620B
DIVISION: School Leadership	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: School Leadership Office	WORKDAYS: 238
REPORTS TO: Chief School Leadership Officer	PAY GRADE: CDR (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’s degree required; Ed. S. preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: Minimum 6 years successful work experience in education; Minimum 3 years 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; leadership; project management; planning; public relations; organization; computer technology

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.	Collaborates with other District leaders in the development of career pathways, professional learning, and leadership development.
3.	Designs training and professional learning for aspiring principals. Provides coaching and training to novice principals.
4.	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.
5.	Evaluates the implementation and impact of professional learning on teacher practices, continuous school improvement and student learning.
6.	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.
7.	Prepares and conducts presentations, trainings, and courses as needed.
8.	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.

9.	Presents staff development for leadership academies; manages and assesses aspiring principals and novice principals. Collaborates with Human Resources Leadership Management Department and Level Assistant Superintendents to interview and determine top candidates for local school administrative positions.
10.	Meets with promotion ready principals to continue to develop leadership capacity.
11.	Attends and professionally represents the School Leadership Division at all related meetings and functions. Develops and implements divisional policies, rules, and procedures; ensures adherence to all District Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.
12.	Participates in planning, prioritizing, budgeting, and resource allocation for School Leadership.
13.	Performs other duties as assigned by the Chief School Leadership Officer.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____