

EMPLOYEE NAME: _____

Created: 10/22

JOB DESCRIPTION

POSITION TITLE: Professional Learning Coordinator	JOB CODE: 447C
DIVISION: Academics – Teaching & Learning	SALARY SCHEDULE: Coordinator
DEPARTMENT: Instruction & Innovative Practice/Applied Learning & Design	WORKDAYS: 208
REPORTS TO: Supervisor, Content Area	PAY GRADE: CC1 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides research-based professional learning support to schools with a focus on content, pedagogy, and instructional strategies.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 years teaching experience in content area required; prefer experience at multiple grade levels
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong knowledge of content, curriculum, instructional and remediation strategies; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning

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.	Works with content Supervisor and Professional Learning Supervisor to develop and facilitate a variety of professional learning types and designs for content teachers.
3.	Demonstrates mastery of content area standards and the ability to communicate content accurately.
4.	Assists in the development and production of CTLs resources.
5.	Works collaboratively with school leaders and content Supervisor to provide school-based professional learning.
6.	Models effective content teaching strategies.
7.	Assists with analyzing national, state, and local assessment data as it relates to the schools, to individual student achievement, and to the improvement of instruction in the content area.
8.	Attends training sessions to stay current with content standards, instructional strategies, and current content and professional learning research.
9.	Works collaboratively to lead professional learning for content integration with other program areas.
10.	Utilizes technology effectively to develop, conduct and sustain professional development.
11.	Performs other Title II, Part A allowable duties as assigned.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____