

EMPLOYEE NAME: _____

Created: 9/18; Revised: 12/20;8/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Data Informed Professional Learning	JOB CODE: 6215
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: 231
REPORTS TO: Director Accountability Programs	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assist in the design, planning and implementation of data-informed professional learning to strengthen educator effectiveness and improve student outcomes.	
REVISION DATE: 8/26	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership certificate preferred
3.	Experience: 3 years' teaching experience; preferred experience as an instructional coach or other teacher/school leadership position
4.	Physical Activities: Routine physical activities that are required to fulfill Title IIA allowable job responsibilities
5.	Knowledge, Skills, & Abilities: Effective written and oral communication; organization and planning; data analysis to improve the quality and effectiveness of teachers and school leaders; strong knowledge of PLC and data team process; 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.	Collaborates and provides professional development opportunities at high needs schools to build capacity for data-based decision making.
3.	Provide professional development in data-based decision making for teachers and school leaders, leading to improvement of student achievement in schools.
4.	Leads with other personnel in the professional development of assessment best practices to ensure validity and reliability of results used by teachers and leaders.
5.	Designs, develops, updates, and evaluates research-based professional learning programs and resources that build educator capacity to use data to address student absenteeism.
6.	Support and develop efforts to train teachers on the appropriate use of student data to ensure that individual student privacy is protected as required by federal state and local policies.
7.	Utilizes technology effectively to develop, support and conduct professional development.
8.	Performs other Title II, Part A allowable duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____