

EMPLOYEE NAME: _____

Created: 9/18; Revised: 12/20

JOB DESCRIPTION

POSITION TITLE: Supervisor Personalized Learning Programs - Targeted Support	JOB CODE: 621A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Assessment & Personalized Learning	WORKDAYS: 238
REPORTS TO: Director of Assessment & Personalized Learning	PAY GRADE: 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 to support high need schools to provide rigorous and personalized instructional programs.	

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; prefer 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; strong knowledge of PLC and data team process; instructional strategies that connect the curriculum to learners; 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 increase teacher capacity for rigorous instruction.
3.	Trains school leaders and teacher leaders at high need schools on effective practices for rigorous and personalized instruction to include processes, protocols, and structures.
4.	Identifies and provides resources to high need schools to support rigorous and personalized learning in implementation of intervention strategies.
5.	Leads, with other personnel, the transformation of school learning to best facilitate engaged learning.
6.	Works with the district and local high needs schools' personnel to implement models for engaged and personalized learning.
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 _____