

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Leadership Development	<b>JOB CODE:</b> 473W
<b>DIVISION:</b> School Leadership	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> School Leadership	<b>WORKDAYS:</b> 210
<b>REPORTS TO:</b> Chief School Leadership Officer	<b>PAY GRADE:</b> CZ00 (Based on CS1 ,5 ,6, or 7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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, specialist and principalship experience preferred
2.	Certification/License Required: Valid Georgia teaching certificate, minimum of L-5 leadership certificate
3.	Experience: 6 years of experience in education required with a minimum of 3 years teaching experience and 3 years administrative experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience/ability; knowledge of effective staff development; data analysis training in the CCSD model

***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.	Supervises, trains, hires, and evaluates support staff.
3.	Facilitates the development of career pathways, professional learning and leadership development.
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.	Works with district and local school personnel to develop, implement and evaluate effective professional development on standards-based curriculum, instruction, planning and assessment.
6.	Assists in the development, implementation, and monitoring of school improvement, corrective action and/or restructuring plans.
7.	Supports schools in developing effective professional learning communities that perform as data teams, planning teams, study groups, and peer-coaching teams.
8.	Evaluates the implementation and impact of professional learning on teacher practices, continuous school improvement and student learning.
9.	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.
10.	Collects and analyzes multiple sources of data and uses them to identify improvement needs, inform decisions about school improvement planning and professional learning, and to monitor progress.
11.	Prepares and conducts presentations, trainings, and courses as needed.
12.	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
13.	Performs other duties as assigned by appropriate administrator.

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

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