



**COORDINATOR, PROFESSIONAL LEARNING**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Professional Growth and Innovation, the position is responsible for managing assigned tasks and serving as a link between the director, professional learning specialists, schools, and departments to support a professional learning program that is innovative, research-based and job-embedded.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design, coordinate, and deliver professional learning opportunities and resources to assist staff in reflecting upon and improving practices that support the school division’s strategic plan.
- Work with the director to review and refine identified areas of the VBCPS professional learning program to support implementation of the strategic framework.
- Coordinate department work with the specialists to ensure alignment to the strategic framework and identified areas of focus.
- Collaborate with all schools and other central office departments to develop leaders across the division.
- Collaborate with all schools and other central office departments to support new staff members in their positions.
- Provide ongoing training and follow-up to administrators and teacher leaders in the use of protocols that support a collaborative culture that fosters growth and excellence.
- Design, conduct or participate in workshops, committees, conferences, and other learning activities designed to promote leadership and professional learning.
- Stay abreast of national and state standards, and current trends and issues related to professional learning and best practice; serve on a variety of state and local committees.
- Design, coordinate and manage portions of a division-wide professional learning program to support the professional growth of classified staff.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have considerable knowledge of the principles and methodologies of adult learning and experience sharing that knowledge with colleagues through formal and informal professional learning activities. Must have the ability to deliver and articulate oral presentations and demonstrate exceptional written and verbal communication skills. Must demonstrate professionalism by interacting and working cooperatively with other staff members, teachers, and administrators, respecting the confidential nature of professional information. Must be able to submit accurate reports in a timely manner and comply with administrative directives, individual school guidelines and school board policy. Must demonstrate good work habits to include punctual and regular attendance and efficient use of time and resources. Must demonstrate a sense of responsibility for professional growth by seeking continuing education and in-service training programs for the purposes of self-development and continued improvement.

**EDUCATION AND EXPERIENCE**

Master’s degree in education, Administration and Supervision PreK-12 endorsement preferred, with at least five years of experience as a classroom teacher.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this positon.

FLSA Status: Exempt	Description: 8/18
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