



REVISED: 03/27/2024
Submitted: 03/26/2023

JOB TITLE:	COORDINATOR OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to the District's instructional and classified staff in the area of Professional Learning involving the development, monitoring and implementation of high quality professional learning systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with the Professional Development Office and other JCPS departments in developing and implementing high quality professional learning experiences and systems

Provides professional learning to department and school staff on various topics, on the professional learning platforms, and other areas related to staff growth

Provides professional learning for classified staff and other staff as directed

Meets with the professional learning department and other departments regularly to monitor effectiveness of professional learning systems

Maintains accurate records on JCPS professional learning and provides data and reports to appropriate personnel

Evaluates effectiveness of professional learning systems within JCPS

Provides technical assistance to District and school staff in the use of professional learning platforms and other areas of assignment

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practices in professional learning and integrates research in areas of responsibility

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in area of responsibilities

Three (3) years of experience in area of assignment

One (1) year successful experience in administration/supervision
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace