JOB TITLE:	DIRECTOR PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4208
BARGAINING UNIT:	CERX

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Assists the Assistant Superintendent for Teaching and Learning to organize, develop and implement a comprehensive system for professional learning, ensuring all professional learning is designed to create coherence across districtwide initiatives. Collaborates with District, state and national networks to advance quality professional learning for JCPS educators leading to improved outcomes for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises, evaluates and provides direction to staff assigned to District professional development department
- Provides regular updates on innovations in professional learning and development
- Coordinates the identification of professional learning needs districtwide
- Collaborates with District staff to create coherent plans for districtwide professional learning opportunities
- Organizes effectively, coordinates and manages large scale professional learning initiatives on simultaneous projects
- Understands and communicates best practices in professional learning for impacting student outcomes
- Collaborates across departments to ensure professional development requirements are provided as outlined in the Racial Equity Policy
- Collaborates to provide opportunities and supports for personalized professional learning pathways for teachers
- Ensures effective strategies are in place for evaluating professional learning
- Provides an annual summary report and evaluation of professional learning and development initiatives
- Provides support for schools in identifying professional learning needs and resources
- Ensures compliance with policies and regulations for professional learning and development
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Master's Degree with Kentucky certification in administration (Principal Certification)
- Five (5) years of successful leadership experience as a building level leader
- Three (3) years of successful teaching experience
- Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in Supervision of Instruction
Experience delivering professional development to large groups of teachers and administrators, and running large scale professional learning initiatives on simultaneous projects
Successful leadership experience in school turnaround, teacher leadership and/or implementation of innovation practices
Visionary leadership style
Experience with developing, coaching and monitoring leadership teams
Experience with District leadership to develop and manage new ideas and innovation and their implementation
Experience in a diverse workplace