



NEW: 08/28/2019
Submitted: 08/27/2019

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| JOB TITLE: | ASSISTANT DIRECTOR PROFESSIONAL LEARNING AND DEVELOPMENT |
| DIVISION | ACADEMIC SERVICES DIVISION |
| SALARY SCHEDULE/GRADE: | IV/11 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4121 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Assist the Director of Professional Learning and Development to oversee and coordinate leadership development initiatives. Collaborates with district offices to support the coordination and implementation of quality district-wide professional learning. Provides support and assistance to Teaching and Learning Department to create coherence for initiatives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews school-based professional learning and development plans to determine district-wide needs for growth and development

Coordinates the implementation of district-wide professional learning and workshops for certified and classified employees

Researches past and current practices in the area of professional learning

Accumulates and researches data related to professional learning to assist with district and state reporting

Collaborates with District staff to support the District's vision for a coherent approach to professional learning

Understands and communicates best practices in professional learning impacting student outcomes

Generates reports for effective evaluation of district-wide professional learning

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Administrator Certificate

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective written and verbal communications skills

DESIRABLE QUALIFICATIONS

Demonstrated expertise in professional learning

Demonstrated leadership ability

Experience in a diverse workplace

Experience in planning, developing, and conducting professional learning sessions