**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

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