



NEW: 10/05/2021  
Submitted: 10/06/2021

JOB TITLE:	SUPERVISOR PROFESSIONAL LEARNING COMMUNITIES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4145
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Encourages the development and growth of school professional learning communities in order to improve student learning outcomes across the district. The role is critical in guiding and supporting schools in the structure, implementation, and progress--monitoring of professional learning communities and is aligned to district teaching and learning goals.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides structure and support to improve professional inquiry for educators for continuous job-embedded learning to engage students at various grade levels
- Possesses extensive knowledge of professional learning communities and is organized
- Establishes a culture for learning through articulating a clear, specific and compelling district vision for professional learning communities with demonstrated professional learning community leadership experiences
- Focuses on continuous improvement in staff performance as well as learning through ongoing professional development, adult learning theory and change strategy
- Studies instructional practice to leverage adult and student success through established benchmarks and monitoring of school and district outcomes
- Enacts best practice via shared visioning and planning as well as modeling in-depth critical examination of work to determine best pathways towards student achievement
- Builds trust by respecting confidentiality of professional learning community discussions
- Possesses exceptional listening and reflection skills along with ability to analyze complex or large data sets and student work
- Possesses strong facilitation and presentation skills with record of success working with adult learners to shift instructional practice
- Facilitates, guides and leads with the purpose of teaching, demonstrating, and implementing new strategies
- Completes all required forms and documentation for professional learning in a timely manner
- Collaborates with District stakeholders to ensure goals of the Assistant Superintendent of Teaching and Learning are met
- 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. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Three (3) years of successful experience as a teacher
Five (5) years of related work experience
Evidence of instructional excellence and understanding of how to facilitate growth and support of adults through professional learning communities
Excellent communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience working in a diverse workplace