



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

JOB TITLE:	SUPERVISOR PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4144
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides assistance and supervision in the development of programming designed to strengthen onboarding, retention, mentoring and building upon existing teacher leadership. Collaborates with school and district to support the coordination and implementation of high-quality professional learning.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Reviews school-based professional learning and development plans to determine district-wide needs
- Assists with the creation of the district-wide professional development plan
- Coordinates the implementation of district-wide professional learning and workshops for employees
- Provides programming for onboarding, mentoring, flexible professional development for certified/classified
- 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
- Provides ongoing feedback and coaching to professional development providers
- 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 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 planning, developing, and conducting professional learning sessions
- Experience working in a diverse workplace

