



NEW: Submitted:
10/06/2021 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

