

**Job Description**

Job Title: **Professional Learning Director**  
 Job Family: **Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **January 2017**

Job Code: **050330**  
 FLSA Status: **Exempt - A**  
 Pay Range: **L 14**  
 Work Year: **12 months**

**SUMMARY:** Primary responsibilities are to support schools, lead a comprehensive vision for teaching and learning and to model the way regarding best practices within the district. Provide district-wide leadership to schools and other departments in the implementation of standards-based education aligned to the Colorado Academic Standards and the important shifts in the Common Core. Supervise and monitor the assigned learning services coordinators and provide guidance and suggested next steps to district leadership based on data and research. Ensure compliance around federal, state, and district and Board of Education policies. Assess needs and design, deliver, direct and evaluate district professional development programs for all employees. Design, evaluate and direct coaching services provided to each building. Develop, administer, monitor and the district staff development budget.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Design, train and evaluate the instructional coaches at both the elementary and secondary level to increase student achievement at each site.	D	20%
2. Assess needs and design, deliver and evaluate professional development programs that align with district ends for all staff members. This includes, but is not limited to elementary and secondary professional learning systems for teachers, principals, coaches and school teams. Collaborate with departments across Learning Service in the development and implementation of professional learning opportunities. Including, but not limited to, all content and elective areas.	D	25%
3. Provide assistance and direction to all elementary and secondary schools in the implementation of a guaranteed and viable curriculum. Support and monitor the use of the district's online curriculum management system (CMS) as a curriculum repository and lead the development of online professional learning modules housed and facilitated within the district's online CMS.	D	15%
4. Assess needs, design, deliver and evaluate the professional development program that support and build the capacity of all building based principals, assistant principals and deans.	D	15%
5. Direct, evaluate and coordinate the Professional Development Department services to the district, including facilitation, mediation and individual coaching to district departments and school community groups. Facilitate district task forces, school teams and unit teams in the accomplishment of tasks that relate to the district ends.	W	10%
6. Develop, administer, monitor, and initiate requisitions for the district staff development budget and direct monies to schools for building level professional development. Direct and evaluate the new teacher and new administrator induction programs preK-12, including facilitation, data collection and ongoing support	W	5%
7. Direct, evaluate and coordinate the instructional technology and library services department including the site based digital literacy teachers and digital literacy teacher librarians at all elementary and secondary levels; partner with IT in monitoring the use of digital and online learning resources.	W	3%
8. Collaborate with the learning services leadership on all district instructional priorities. Provide assistance and direction to all sites in the implementation of systematic organizational changes. Provide direction, structure and design for district and school organizational interventions for the purpose of increasing student achievement.	W	3%
9. Hire, discipline, terminate, direct work, assign work, train and/or evaluate staff development staff. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports.	W	2%
10. Provide direction to state policies that impact teacher quality and professional development.	W	1%
11. Perform other duties as assigned.	Ongoing	1%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in administration, curriculum and instruction, professional/organizational development or related field.
- Minimum of five (5) years of experience in staff development.
- Minimum of five (5) years in teaching and program evaluation.
- Minimum of three (3) years with public schools.
- Experience in working with a large organization to achieve the vision.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Principal’s License.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent oral and written communication and interpersonal relations skills.
- Ability to frequently travel among district facility locations.
- Strong facilitation, coaching and problem solving skills.
- Demonstrated understanding and appreciation of diversity.
- Demonstrated instructional leadership skills including: Clear vision for a district professional learning program, and proven ability to move to full implementation of an initiative.
- Knowledge of and experience with mediation and conflict resolution.
- Advanced knowledge of “best practices” in staff development, training design and delivery and instructional leadership.
- Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, school improvement and integrating computers into instruction.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Curriculum and Instruction Executive Director	3066

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Administrative Assistant	1	070716
	Induction Coordinator	1	4065
	Instructional Technology Coordinators	3	070627/2225LS/4199
	Instructional Coaches (Elem and Middle)	35	varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- May be responsible for co-directing and evaluating instructional coaches.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Solely responsible for developing, administering, and initiating requisitions for the district staff development budget; directing monies to schools for building level professional development; and directing budget for data analysts.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and*

mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	