

# DIRECTOR of PROFESSIONAL LEARNING

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<b>TITLE:</b>	Director of Professional Learning
<b>REPORTS TO:</b>	Superintendent's Designee
<b>SUPERVISES:</b>	Assigned Staff
<b>JOB FUNCTION:</b>	Focuses on the development, implementation, and effectiveness of professional learning based on needs assessments with school and district leaders.

## MEASURES OF SUCCESS:

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- Increase student achievement through professional learning of certified and classified personnel.
- Close achievement and opportunity gaps through providing effective professional learning based on needs assessments.
- Data on provided professional learning opportunities substantiates effectiveness of that learning.
- Needs of assessments for professional learning are consistently utilized by school and district leaders.
- Improvement in functioning of SBDM Councils as indicated by reports by principals and council members.

## DUTIES AND RESPONSIBILITIES:

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- Collaborate with the administrators, educators, staff, and SBDM Councils in the coordination of academic professional development efforts across the district.
- Manage local budget for professional development.
- Work directly with school and district leaders and SBDM Councils on providing professional learning needs assessments.
- Communicate the professional learning needs of the district based on needs assessments.
- Coordinate professional learning that provides instructional approaches, resources, and tools to support teachers in design and implementation of instruction.

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- Assume a leadership role in the development, implementation, and monitoring of professional learning across the district.
- Ensure that professional learning opportunities are aligned to school and district improvement plans.
- Create and maintain effective systems to determine professional learning needs based on student achievement.
- Supervise professional development and improvement efforts of SBDM Councils.
  
- Research, model, and implement best practices in professional learning to help ensure effectiveness.
- Represent the district at appropriate association meetings and conferences.
- Conduct annual evaluations of direct reports.
- Work cooperatively with leaders in coordinating and integrating a unified professional learning plan for the district.
- Keep informed of and interprets all laws, regulations, statutes, Board policies, and procedures relating to professional learning.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Perform other duties as assigned.
- Maintain regular attendance.

## PHYSICAL DEMANDS:

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- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights

## EDUCATION AND EXPERIENCE:

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- Master's degree in Education.
- At least five (5) years of successful teaching experience at the elementary or secondary level with a broad background in a variety of assignments.
- Prefer three (3) years prior administrative/supervisory experience at the elementary or secondary school level.

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## LICENSES AND OTHER REQUIREMENTS:

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- KY Certification in School Administration
- Valid Kentucky teaching certification
- Bilingual preferred

*Original Date: 10/2021*

*Revision Date: \_\_\_\_\_*

*Administrative Additive Level 5*