

SCHOOL DISTRICT OF SARASOTA COUNTY, FLORIDA

JOB DESCRIPTION

SUPERVISOR: PROFESSIONAL LEARNING

SALARY SCHEDULE: ADMINISTRATOR – E

COST CENTER: OFFICE OF RESEARCH, STATE REPORTING AND EVALUATION (9015)

QUALIFICATIONS:

- (1) BA or BS (MA/MS preferred)
- (2) Experience with professional development training requirements required for Florida instructional certifications
- (3) Knowledge and experience with the use of professional development and/or learning management systems
- (4) Mastery of Microsoft applications to include one analytic software program (e.g. Excel, Access, SQL)
- (5) Florida Educator's Certificate
- (6) Minimum of three (3) years successful teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, rules, and regulations governing professional development
Excellent communication skills. Good listening skills. Positive communication skills. Strong technical skills and knowledge of professional development platforms and interfaces. Time management and organizational skills. Flexibility. Conferencing skills. Synthesizing and distribution of information.

REPORTS TO:

Executive Director of Research, State Reporting and Evaluation

JOB GOAL

To oversee the planning and implementation of the Professional Learning Communities (PLC) model, coordination of training and implementation of the P.R.I.D.E. evaluation, and assist schools and teachers relative to professional learning implementation monitoring, and record keeping.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Collaborate with departments to integrate and coordinate Professional Learning opportunities across the district (Curriculum, ELL, ESE, SS, HR, etc.).
- * (2) Work with stakeholders to coordinate the selection, planning and implementation of the Professional Learning Communities (PLC) model in our schools K-12.
- * (3) Engage with stakeholders to refine and align the definition of PLC time (formerly referred to as Collaborative Planning Time – CPT) to support the successful implementation of the PLC model in our schools K-12.
- * (4) Work with representatives from various stakeholder groups to review, refine, align, train and implement the P.R.I.D.E. evaluation process.
- * (5) Serve as the liaison between the district, school professional learning facilitators and SCS staff and contact for any and all questions related to the professional learning system

SUPERVISOR: PROFESSIONAL LEARNING (Continued)

- * (6) Work in collaboration with the schools, curriculum directors and grants office to provide guidance in the selection and training of SCIP Mentors
- * (7) Create the district professional learning catalog and submit to the FLDOE
- * (8) Plan and implement processes to support the professional learning of administrators and school district staff
- * (9) Maintain knowledge of federal and state statutes and rules pertaining to professional learning.
- * (10) Implement and inform district administration of professional learning legislative changes affecting instructional programming, coding changes and record keeping
- * (11) Assist in maintaining the district professional learning digital system (as a component of the Instructional Improvement System)
- * (12) Communicate effectively with staff and coach others in areas of responsibility
- * (13) Support school personnel in answering questions and entering information and/or approvals in the professional learning system.
- * (14) Assist with the establishment and implementation of district professional learning procedures and guidelines as requested
- * (15) Assist management in the planning and implementation of school and district-wide in-service workshops and institutes for teachers and administrators
- * (16) Promote district-wide interest and public awareness of professional learning through written documents, district and school presentations and events, and cooperation with community organizations and evaluation of activities.
- * (17) Assist in assessing the needs for professional learning.
- * (18) Analyze a variety of data using Excel and other analytic programs
- * (19) Prepare clearly written summaries and analysis
- * (20) Maintain confidential information
Work collaboratively as a member of an internal team, as well as in collaboration with community partners
- * (21) Perform duties in self-directed and results-oriented manner
- * (22) Perform other duties as may be assigned to by the Supervisor of Research, Accountability Evaluation.
- * (23) Sustained focus and attention to detail for extended periods of time.
- (24) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities