

Henderson Knox Mercer Warren Regional Office of Education JOB DESCRIPTION

Position Title: Director of Professional Learning (Part-Time)
Location: ROE#33 and ROE#26 Offices
Department: Professional Development Consortium
Reports to: Assistant Regional Superintendent of ROE #33
FLSA Class: Exempt
Revised Date: 07/01/2025

SUMMARY

The role of the Director of Professional Learning is to provide a comprehensive professional development program to support and transform school and district education initiatives. The Director of Professional Learning shall be responsible in overseeing professional development and curriculum improvement services in a variety of formats. The functions assigned to this position are designed to enhance instruction through the utilization of progressive, research-based professional development techniques and to serve as an aggressive resource to districts in the service area. The region serviced by the PD Consortium will include the following counties: Fulton, Hancock, Henderson, Knox, McDonough, Mercer, Schyler, Warren and Counties.

DUTIES & RESPONSIBILITIES

Professional Development Consortium

1. Oversee and carry out the vision for the Professional Development Consortium as determined by the Regional Superintendents and Assistant Regional Superintendents of ROE #26 and #33.
2. Oversee in-service training and staff development opportunities to improve the knowledge and skills of educators.
3. Oversee and support the school improvement process and provide coordination and communication of information and research relating to school improvement.
4. Report annually on the fiscal, planning, and other activities of the PD Consortium to the member Regional Offices of Education.
5. Convene an Advisory Committee, and meet bi-annually to determine the professional development needs of the consortium region.
6. Administer a needs assessment to districts included in the PD Consortium.
7. Create and carry out a Regional Professional Development Plan based on district needs assessment data, to include training in content areas, state and federal-mandated trainings, educational leadership, school improvement planning, technology, and others as outlined in Illinois School Code.
8. Ensure the delivery of professional development in a variety of formats, such as technical assistance, online training, face-to-face workshops, networking, and coaching based on the Regional PD Plan.
9. Oversee the creation, coordination and strategic scheduling of Administrator Academies.
10. Coordinate Statewide System of Support (based on ESSA) services for the region in collaboration with ISBE and IARSS, to include marketing, scheduling, financial oversight and reporting, promotion and marketing.
11. Provide oversight, training, and evaluation of professional development staff
12. Assist in planning and delivery of annual ROE Teacher Institutes.

13. Attend administrator meetings for ROEs included in the PD Consortium on a regular basis to assess professional development needs and promote consortium PD activities.
14. Establish, maintain and communicate a fee structure for member school districts and registration fees for PD activities to ensure cost recovery to the PD Consortium.
15. Oversee PD Registration system and reports.
16. Ensure completion of data collection and reports, including GATA and ROE/ISC.
17. Oversee registration and service agreement invoicing and payment collection systems.
18. Establish a system for PD Audits and ensure completion of school district PD audits per school code.
19. Stay current on education initiatives, legislation, and resources at the state, national, and local level.
20. Monitor the communication and marketing of PD events through social media, newsletters, PD calendar, website, event flyers, email, and in-person communications.
21. Assist with grant writing and reporting as needed to secure funding for the PD Consortium.
22. Follow ROE #33 New Hire, Evaluation, and Employee Exit processes.
23. Meet on a regular basis with PD Consortium staff (consultants, assistant director, coordinator, instructional coach, etc.) to ensure communication and the delivery of a high-quality professional learning plan.
24. Network and collaborate with ROE 26 and ROE 33 educators, administrators, and PD professionals at the national, state, and local level.
25. Model the continuous improvement and data collection process for the PD Consortium to ensure Key Performance Indicators are being tracked and met.
26. Oversee and maintain a Service Agreement system for the PD Consortium for participating schools/districts, as well as sub-contractors for professional development.
27. Communicate on a regular basis with the Regional Superintendents and Assistant Superintendents of member ROEs.
28. Oversee and assist with TAOEP statewide budget/events.
29. Follow PO process for approval of and cost allocation for PD Consortium expenditures.
30. Oversight and approval of timesheets, time off requests, PD Request Forms, supply/material purchases, and travel reimbursements.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Practice high ethical standards and maintain confidentiality.
34. Engage in Professional Development per ROE/position requirements.
35. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
36. Maintain turnover files (ROE#33 Purple Binder).
37. Attend all ROE and program meetings as required by supervisor.
38. Join and participate in a ROE Committee, including attendance and engagement at meetings.
39. Shows up, is prepared, and follows through on commitments with thorough, timely, and consistent work (Dependability).
40. Willingness to change and/or compromise when needed (Flexibility).
41. Follows the attendance policy in the ROE handbook (Attendance).
42. Arrives prepared and ready to work at the scheduled time for meetings, events and work (Punctuality).

43. Takes initiative in problem solving by implementing and suggesting solutions to problems independently (Problem Solving).
44. Positively contribute both internally and externally to the culture and climate of the ROE (Attitude).
45. Take initiative to work independently on a consistent basis to meet expectations of the job by staying on task and completing job duties without constant supervision (Works without Supervision).
46. Maintain positive relationships both internally and externally that improve the ROE's culture and climate (Interpersonal Relations).
47. Work is completed thoroughly, timely, and consistently (Quality of Work).
48. Ensure consistent and clear communication with supervisor, colleagues, students/families, and stakeholders (Communication Skills).
49. Follow ROE Dress Code consistently (Appearance & Grooming).
50. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Professional Educators License
2. Experience planning and delivering adult learning opportunities.
3. Knowledge of Google Suite and Microsoft Office programs including Word, Excel, Access, PowerPoint, etc. and Virtual Meeting Platforms.
4. Ability to lift and carry up to 20 lbs.
5. Ability to push/pull up to 10 lbs.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
7. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
8. Enforce ROE regulations and policies in a professional manner.
9. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are Monday through Friday 8:00 a.m. to 4:30 p.m. based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE demands.