

## **JOB TITLE: Professional Development Coordinator**

### **POSITION SUMMARY:**

To plan, coordinate, supervise, and evaluate professional development with the goal of maintaining high standards of teaching excellence and improving student performance.

### **ESSENTIAL FUNCTIONS:**

1. Coordinate all professional development training:
  - a. Review School Improvement Plans and Title Needs Assessment for professional development
  - a. Conduct needs assessment surveys for staff development on a regular basis
  - b. Meet regularly with administrators and teachers to identify needs
  - c. Researches a variety of information (courses, materials, training consultants) for the purpose of developing new programs that meet professional development needs
  - d. Coordinate professional development schedules
  - e. Provides professional development to school personnel to assist with the development of quality formative and summative assessments
  - f. Replicates training provided by the State for school personnel and other appropriate personnel
2. Maintain the staff development portion of the school web site to include:
  - a. Best Practices
  - b. Professional development schedule
  - c. Resources
3. Organize regular informal meetings for idea exchange among teachers both within discipline and across disciplines (Professional Learning Communities)
4. Provide support and resources to teachers working on individual professional development plans

5. Conduct training and follow-up consultation for teachers in professional development initiatives
6. Attends training classes and other district meetings as assigned
7. Plans and presents educational information both written and orally to the faculty, staff, and other educational stakeholders

**Education:**

- Master's degree or higher
- Tennessee teaching certification
- Tennessee administrative certification (preferred)

**Requirement:**

This is a certified position.

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.