



Job Title: Director – Professional Learning

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to improve the competencies, skills, and knowledge required of all personnel in the performance of their assigned duties and responsibilities in order to increase student performance.

ESSENTIAL JOB FUNCTIONS

- Coordinates all programs and department inservice activities which support the District's mission and aims to provide for continuous improvement.
- Updates all online resources.
- Assists District and school personnel in planning professional development and curriculum that links and aligns inservice activities to student and instructional personnel needs as determined by school improvement plans, annual school reports, student performance data, and performance appraisal data of teachers.
- Visits classrooms.
- Conducts and summarizes needs assessments and satisfaction surveys to determine inservice needs for all School District employees.
- Manages Leave Requests for appropriate personnel.
- Manages the resources of the Office of Professional Learning and Subject Area Specialists.
- Communicates with and provides records to the Certification office for the purpose of personnel recertification.
- Supervises the District database of inservice records for all personnel.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Serves as a liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Assistant Superintendent informed of potential problems or unusual events.
- Works closely with District and school staffs to support school improvement initiatives and processes.

- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Facilitates the development, implementation, and evaluation of professional development activities.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives for professional development consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices and programs.
- Facilitates and supports training for staff and prepares training rooms.
- Develops or assists in developing the Professional Learning budgets and monitors budget implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services, and evaluation of services provided.
- Assists in implementing the District's goals and strategic commitments.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Facilitates problem solving by individual or groups.
- Manages the operation of the facilities to achieve the goals and objectives of the District.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Certification in appropriate fields.
- Minimum of ten (10) successful years of administrative experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of School Board policies, statutes, rules, and regulations relating to areas of responsibility.
- Requires the ability to display knowledge of District budgetary procedures.
- Requires the ability to display effective oral as well as written communication skills.
- Requires the ability to display skill in the use of computer and other technological equipment.
- Requires the ability to display knowledge of research and best practices in areas of responsibility.

- Requires the ability to display knowledge of state and national initiatives in teacher training and staff development.
- Requires the ability to manage and supervise personnel.
- Requires the ability to plan, organize, manage time, and prioritize duties.
- Requires the ability to manage finances and departmental budgets.
- Requires the ability to display skill in positive people management.
- Requires the ability to determine strategy as well as long range goals for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds and make decisions that involve multiple priorities, limited resources, and internal and external challenges.
- Requires the ability to determine the appropriate level of resources to meet the organization's needs.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: