

Job Description

Job Title: Professional Learning Specialist

Position Code:

Job Classification: Exempt

Supervisor: Director of Employee Expertise

Pay Grade: 40

Contract Length: 245 days

Job Summary

Under the direction of the Director for Employee Expertise, position serves as the liaison between schools, the Professional Learning Department, and other central office departments. Position plans, organizes, manages, and conducts professional learning based on assessed division and/or teacher needs. Position works in collaboration with other departments to lead innovative, research-based, and job-embedded professional development.

Essential Duties

1. Designs and delivers division-level professional learning programs, opportunities, and resources that foster reflection and growth while advancing division priorities and the goals of the strategic plan.
2. Collaborates across departments and works with the director to develop, execute, and manage a professional learning plan that advances initiatives such as the NNPS Profile of a Learner, Professional Learning Communities, and the PK-12 Digital Transformation.
3. Responsible for planning, organizing, promoting, delivering, monitoring, and evaluating comprehensive programs of study to support the ongoing and sustained learning of teacher cohorts.
4. Leads development of professional learning pathways, micro-credentials for personalized skill development, and internal certifications that support teacher learning and advancement.
5. Works with the director to identify and refine components of the professional learning program to support implementation of division initiatives.
6. Provides ongoing training and follow-up to teacher leaders in the use of practices and protocols that promote a collaborative culture and foster growth and learning.
7. Creates comprehensive and systematic plans to support the professional growth of teachers.
8. Supports the director in managing the professional development process for annual division events, which includes scheduling, registration, site coordination, procedures, communication, and tracking.
9. Prepares job-related reports, to include records of professional development activities, evaluation feedback, and others as requested.
10. Designs, conducts, and participates in committees, conferences, and professional learning experiences to promote leadership and development.
11. Plans and conducts high quality professional development activities in response to assessed needs.
12. Models best practices and effective instructional techniques and strategies that engage learners.
13. Works positively toward meeting identified district goals.
14. Supports teachers in the development and implementation of professional growth plans.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Attends staff development programs, leadership meetings, and other professional development activities.
2. Keeps abreast of developments, research and new technology in the field.
3. Performs any other related duties as assigned by the Director of Employee Expertise or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and be eligible for a Virginia teaching license. Must have completed a minimum of five years of exemplary teaching experience. Extensive experience planning and delivering professional development required. Must possess knowledge of effective instructional delivery techniques and research-based best practices with the ability to guide and develop teachers in these areas. Must possess in-depth knowledge of the developmental needs of students. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without visual aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in an office/school/ classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Employee Expertise

This job description in no way states or implies that these are the only duties to be performed by this employee. The Professional Learning Specialist will be required to follow any other instructions and to perform any other related duties assigned by the Director of Employee Expertise or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

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