



## **DIRECTOR OF PROFESSIONAL LEARNING**

Classification: Director Level III

Location: District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt

Employee Group: EASA

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Director of Professional Learning oversees and coordinates annual professional learning opportunities. Working collaboratively with both Teaching and Learning Department and the Academic Office team this position supports all instructional facilitators, develops annual Professional Development plan that aligns with district strategic plan, and convenes the district's Professional Development Council.

### **Part II: Supervision and Controls over the Work**

Serves under the direction and supervision of the Chief Academic Officer, is held responsible for results in terms of effectiveness of planning, policies, and programs, and for contribution to and achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities**

#### **Program Administration and Leadership:**

1. Designs district-wide professional learning based on priority student outcomes in the strategic plan, as well as operational work derived from strategic themes
2. Delivers professional learning sessions that target specific instructional best practices and span academic, social-emotional, and positive behavior support priorities
3. Coordinates instructional facilitators across content areas and supports the Beginning Educator Support Team
4. Supervises and evaluates instructional facilitators
5. Collaborates with learning management system leaders to bridge technological and curricular tools with adult learning needs



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6. Partners with director of diversity, equity, and inclusion and content directors to shape organizational professional learning
7. Convenes multiple stakeholders to design and deliver summer leadership and induction of new administrators and teachers
8. Organizes central learning improvement days and consults on school-based learning improvement day professional learning priorities
9. Assesses professional learning needs based on staff performance evaluation and organizational feedback
10. Monitors and coordinates district-wide Teacher Principal Evaluation Program (TPEP) requirements and trainings
11. Evaluates quality and outcomes of professional learning to inform future investment

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have successful experience in working with culturally diverse student and staff populations or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of demonstrated high quality teaching within the content area(s).
4. Strong analytical and problem-solving skills and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively and to provide leadership to working teams.
7. Ability to organize work, set priorities, and meet deadlines.
8. Ability to establish effective coordination and working relationships at all levels of the organization.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.



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### **Part V: Desired Qualifications**

1. Washington State administrative credential
2. Teacher leadership experience
3. Large and Small group presentation experience

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions.