



SPECIALIST, PROFESSIONAL LEARNING

GENERAL RESPONSIBILITIES

Under the leadership of the Director, the position serves as a liaison between the schools, the Office of Professional Growth and Innovation, and departments to support a professional learning program that is innovative, research-based and job-embedded.

ESSENTIAL TASKS

(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.)

- Design and deliver professional learning opportunities and resources to assist staff in reflecting upon and improving practices that support the school division’s strategic plan.
- Work with other specialists to review and refine identified areas of the VBCPS professional learning program to fully support the implementation of the strategic plan.
- Collaborate with all schools and other central office departments to develop leaders across the division.
- Collaborate with all schools and other central office departments to support new staff members in their positions.
- Provide ongoing training and follow-up to administrators and teacher leaders in the use of protocols that support a collaborative culture that fosters growth and excellence.
- Design, conduct or participate in workshops, committees, conferences, and other learning activities designed to promote leadership and professional learning.
- Stay abreast of national and state standards, and current trends and issues related to professional learning and best practice; serve on a variety of state and local committees.
- Design, coordinate and manage portions of a division-wide professional learning program to support the professional growth of classified staff.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate considerable knowledge of the principles and methodologies of adult learning with demonstrated experiences in sharing that knowledge with colleagues through formal and informal professional learning activities; demonstrate the ability to deliver and articulate oral presentations and written communication; demonstrate the ability to interact effectively with teachers and administrators; demonstrate exceptional skills in written and verbal communication; demonstrate a sense of responsibility for professional growth by seeking continuing education and in-service training programs for the purposes of self-development and continued improvement; demonstrate professionalism by working cooperatively with other staff members, respecting the confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate good work habits to include punctual and regular attendance and efficient use of time and resources.

EDUCATION AND EXPERIENCE

Bachelor’s Degree and experience with planning and/or delivering professional development training required. Possession of a valid teacher license and a minimum of three years teaching experience preferred.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

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

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 3/18, 6/18
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