



COORDINATOR IV: PROFESSIONAL LEARNING

DEFINITION:

Under the supervision of the Executive Director, Curriculum, Instruction, and Professional Learning, the Coordinator will provide leadership and collaborative support for professional learning for all certificated and classified staff. This role will include the management of professional learning scheduling and organization, the direct maintenance and improvement of the professional learning platform (Compass or equivalent), the development and implementation of professional learning content across content areas and departments, and the ongoing support and training of other certificated staff to develop and present professional learning. The Coordinator will work closely with Curriculum and Instruction, Student Services, Special Education, Induction, and Education Technology departments to understand and support the needs of educators and to use the learning cycle to clarify learning outcomes, elicit and analyze evidence of learning outcomes to evaluate the impact of professional learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support and coordinate strategic planning efforts for the district and school sites to ensure program quality, continuous improvement, and student achievement
- Provide leadership and support in district-wide scheduling of professional learning
- Identify and analyze best practices for use within professional learning
- Provide coaching and explicit training to other developers and providers of district training to ensure continuous improvement of professional learning offerings
- Provide training to certificated and classified staff in video creation, editing, and production to increase capacity of organization to creating virtual professional learning modules to meet district needs
- Develop and produce highly effective professional learning support materials such as presentation slides, video, handouts, advertisements, and organizers
- Manage and maintain professional learning platform (Compass or equivalent) including making improvements to the user interface, user functionality, and program design
- Pursue and increase knowledge of coding and design principles to improve user experience within professional learning platform (Compass or equivalent)
- Upload and maintain professional learning modules, learning objects, and events within the professional learning platform (Compass or equivalent)
- Provide training to district administrators and administrative support staff in the usage and maintenance of professional learning platform events and learning objects
- Monitor and facilitate professional learning grants, including but not limited to Educator Effectiveness Block Grant, as needed
- Participate in district, regional, and national training
- Document and maintain records for compliance
- Consult regularly with state and federal agencies and other district counterparts
- Perform other responsibilities and duties as assigned

QUALIFICATIONS GUIDE:

KNOWLEDGE OF:

- Knowledge of effective adult learning techniques and strategies
- Experience in developing live in-person professional learning, live virtual professional learning, and asynchronous virtual professional learning
- Expertise in providing and presenting highly effective professional learning in both the live and virtual settings

- Expertise and experience in video creation, video editing, and video production
- Expertise in production programs such as Camtasia, Screencastify, Adobe Spark, Canva, Powerpoint, Google Slides, etc.
- Knowledge of professional learning platform administration (Compass or equivalent)
- Knowledge of basic coding principles and ability to revise and improve professional learning platform environments and user functions
- Knowledge of graphic design and formatting principles to ensure clarity of presentation materials and platform interface
- Knowledge of applicable grant requirements, restrictions, and administration that relate to professional learning

ABILITY TO:

- Communicate and collaborate effectively with diverse groups and audiences
- Ability to connect and engage audiences within the context of professional learning

- Promote flexibility and resiliency through thinking critically and creatively
- Integrate and operationalize knowledge of applicable state and federal laws, regulations, and compliance requirements governing professional learning in California
- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to educational partners, staff, and community
- Ability to collaborate with other agencies in planning and implementing effective professional learning within established budget constraints
- Ability to work effectively with others, coordinate work of multiple groups of people, meet schedules and deadlines
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

Master's Degree, or higher, from an accredited college or university

LICENSES/CREDENTIAL:

- Valid California Administrative Credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Experience: 5 years of teaching with a record of leadership in an educational setting

WORK ENVIRONMENT:

The environment and characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

