TITLE: **Coordinator of Professional Development / Title 2**

QUALIFICATIONS:

1. Holds a Master’s degree or non-degree fifth-year program
2. Holds a teacher certificate
3. Supervisor of Instruction Certification preferred
4. Has three years of teaching experience
5. Has demonstrated evidence of educational leadership
6. Has demonstrated evidence of knowledge in adult learning theories
7. Has demonstrated evidence of developing professional learning for other educators
8. Has demonstrated ability to communicate effectively with students, staff, parents and community

REPORTS TO: Directors of Teaching and Learning

JOB GOAL: To coordinate professional development and learning activities for all certified staff and ensure compliance with federal state and local statutes, regulations and policies and procedures related to Title 2.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with Learning Support Services and school administrators in developing comprehensive professional development plans for the District and for individual schools that support the goals of the District Strategic Plan, District Improvement Plan, and School Improvement Plans
2. Collaborate with Learning Support Services and school administrators to develop, implement and evaluate targeted professional development and training opportunities for all certified district personnel
3. Collaborate with other administrators, instructional coaches, and teacher leaders in leading / facilitating professional development offerings
4. Develop differentiated and personalized professional development offerings to support individual staff professional needs as identified by data analysis and professional growth plans
5. Work with the Learning Support Services to monitor and measure the impact of professional development
6. Work with the Technology Department in developing universal and personalized professional learning opportunities in virtual and blended formats
7. Maintain liaison and active participation with educational leaders in Professional Learning at state, regional and national levels
8. Hold responsibility for all Title 2 federal funds including:
   1. Apply for annual funds by completing and submitting the appropriate application on the GMAT system
   2. Keep up to date with changing laws and guidelines through attendance at regional, state, and national meetings and conferences
   3. Consult with building administrators and work with Learning Support Services to develop Title 2 district programs and budgets
   4. Maintain records and documentation of all Title 2 expenditures for annual audit review
   5. Review and approve purchase requests in line with the Title 2 budget
   6. Revise budgets as needed
   7. Consult with private / non-profit schools to ensure equitable service provision as required by Title 2 federal and state guidelines
9. Perform such other tasks and assume other responsibilities as required by the immediate supervisor

TERMS OF EMPLOYMENT:

* Salary
* 12 months