

Northern Kentucky Cooperative for Educational Services
JOB DESCRIPTION
Professional Learning Coordinator

RESPONSIBLE TO: Regional Special Education Director

MINIMUM QUALIFICATIONS: A Master's Degree and Kentucky Certification as a School Administrator is required. Experience in administering and leading district curriculum instruction, assessment and professional learning, knowledge of the quality professional learning practice, educational reform initiatives, current digital learning used to enhance innovation and learning and its various program initiatives. Knowledge and experience working with professional learning that supports diverse learners. Strong interpersonal and leadership skills are also required.

GENERAL RESPONSIBILITIES: The Professional Learning Coordinator is responsible for connecting all aspects of the NKCES professional learning to include designing, implementing, and managing a fiscally sustainable, flexible, fluid programs of professional learning to share with all member school districts and throughout the region; identifying and recruiting state, regional, and national experts as needed; working collaboratively with NKCES Team members, stakeholders, and structures to support the delivery of high-quality professional learning; and marketing professional learning opportunities. Work with the NKCES districts to provide support as they need and request.

SPECIFIC RESPONSIBILITIES:

1. Design and implement a fiscally sustainable, flexible, fluid program of professional learning to share with all member school districts, statewide, and nationally.
2. Provide professional learning opportunities that support district needs and strategic plans.
3. Identify and purposefully plan professional learning experiences that focus on supporting all students, specifically those with diverse needs (Novice Reduction, Access and Equity, and Closing the Achievement Gap)
4. Work collaboratively with NKCES team members, stakeholders, and structures to infuse resources into their methods of delivering professional learning.
5. Identify, maintain relationships with, and recruit state, regional, and national experts and partners as needed.
6. Supervise the sections of the NKCES website that relate to professional learning.
7. Oversee development of NKCES professional learning budgets.
8. Respond to districts needs and is collaborative and builds relationships.
9. Actively contribute to the goals and success of all team members through collaboration, cooperation, and flexibility (give and take) in team discussions, activities, and decision making.

10. Work with the Executive Director/Regional Director/Coaches to coordinate KDE professional development opportunities, attend meetings and disseminate information to the districts.
11. Lead or provide support for the NKCES regional initiatives as assigned (e.g., innovation, mental health, etc).
12. Work with the Executive Director/Regional Director/Coaches to provide the latest research and best practices strategies to support and inspire districts in their work related to curriculum, instruction and professional learning.
13. Oversee the collection and analysis of data from the districts and prepare reports. This data should include, but not limited to, district test results, district improvement plans, state assessment data, and other data.
14. Co-Lead/Facilitate the monthly Professional Learning meetings and oversees PLCs.
15. Direct completion of the end of year reports and the monthly District Services and other Board Reports.
16. Coordinate and support professional learning experiences to assist in implementation of initiatives focused on closing the achievement gap.
17. Serve as Point of Contact for professional learning experiences at the NKCES
18. Work with the NKCES staff to provide quality professional learning and technical support to our district and internal NKCES staff.
19. Assist in the development, implementation and monitoring of the NKCES Strategic Plan.
20. Coordinate and implement instructional projects and initiatives in the region.
21. Develops, coordinates, and implements with other NKCES staff regional innovative projects.
22. Adhere to the Professional Code of Ethics as established by the Education Professional Standards Board.
23. Other duties as assigned by the Regional Director and/or Executive Director.

COMPENSATION: Contract for 150-187 days. Salary based on rank and experience in accordance with NKCES's Certified Employee salary schedule.

I am able to perform the essential functions of this job.

Signature

Date