



REVISED: 03/19/2025  
Submitted: 03/18/2025

JOB TITLE:	COORDINATOR OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAP

### SCOPE OF RESPONSIBILITIES

Provides technical assistance to the District's instructional and classified staff in the area of Professional Learning involving the development, monitoring and implementation of high quality professional learning systems. Controls the Center for Professional Learning booking system and provides on-site PD support.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works closely with the Professional Development Office and other JCPS departments in developing and implementing high quality professional learning experiences and systems
- Works in conjunction with the site lead to ensure day to day functioning of the CPL site and other Academics Professional Learning initiatives
- Provides professional learning and technical assistance to department and school staff on various topics, on the professional learning platforms, and other areas related to assignment
- Provides professional learning for classified staff and trains district users in specific applications
- Meets with the professional learning department and other departments regularly to monitor effectiveness of professional learning systems
- Maintains and develops accurate records on JCPS professional learning and provides data and reports to appropriate personnel
- Manages the PDL email and call center and Center for Professional Learning booking systems
- Maintains hardware and CPL inventory, conducting purchasing as needed
- Monitors activity within the CPL and on campus grounds, reporting all incidents to the site lead
- Assures compliance with local, state and federal regulations and procedures related to areas of assignment
- Researches past and current practices in professional learning and integrates research in areas of responsibility
- Completes support tasks including but not limited to payroll, requisitions, purchasing, inventory, event setup and clean up
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Effective communication skills and ability to work well in a team setting

High School Diploma or G.E.D.

Ability to provide support with operating technology

Ability to work outside of a typical workday and weekends, as needed

#### DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in planning, developing and conducting professional learning sessions

Experience in a diverse workplace