



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	SPECIALIST OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4144
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides assistance and supervision in the development of programming designed to strengthen onboarding, retention, mentoring and building upon existing teacher leadership. Collaborates with school and district to support the coordination and implementation of high-quality professional learning. Evaluates professional learning and designs training to increase best practices around adult learning to support student learning.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews school-based professional learning and development plans to determine district-wide needs through data collection, feedback, and analysis

Assists with the creation and implementation of the district-wide professional development plan

Coordinates the implementation of district-wide professional learning and workshops for employees

Provides programming for onboarding, mentoring, flexible professional development for certified/classified

Designs and coordinates sustainable professional learning experiences for select role groups, including but not limited to new teachers, teachers pursuing National Board Certification, instructional classified staff, etc.

Provides coaching, in service training, and professional learning best practices support to school and district PD providers

Researches past and current practices in the area of professional learning

Accumulates and researches data and regulation related to professional learning to assist with district and state reporting

Coordinates with departments on launching and monitoring beginning of the year training for all staff

Manages, supports, and reviews all site based and district professional learning sessions inputted into the PD tracking platform

Collaborates with District staff to support and execute the District's vision for a coherent approach to professional learning

Evaluates professional development throughout the district, collecting data on participant experience, growth, and impact on student learning

Understands and communicates best practices in professional learning impacting student outcomes

Generates reports for effective evaluation of district-wide professional learning

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Provides ongoing feedback and coaching to professional development providers

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office and school-based 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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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

Master's Degree with valid Kentucky Administrator Certificate/Instructional Leadership Degree or an advanced (doctoral level) degree in Educational Leadership

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective written and verbal communications skills

Experience in planning, developing, leading, and conducting professional learning sessions

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

DESIRABLE QUALIFICATIONS

Demonstrated expertise in professional learning

Demonstrated leadership ability

Experience working in a diverse workplace