JOB DESCRIPTION

POSITION TITLE: K-12 Science Professional Learning Specialist  
JOB CODE: 397E

DIVISION: Academic – Teaching & Learning  
SALARY SCHEDULE: Teacher

DEPARTMENT: Instruction & Innovative Practice  
WORK DAYS: 188

REPORTS TO: Supervisor, Science  
PAY GRADE: CIT (4, 5, 6 or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides professional learning support to schools for Science content and instructional strategies.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required; Master Degree preferred
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: 5 years Science teaching experience required; prefer experience at multiple grade levels
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; strong knowledge of the Science content, curriculum, instructional and remediation strategies; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Works with Science Supervisor to develop and implement face to face and technology-based professional learning.
3. Demonstrates mastery of Science content standards and the ability to communicate content accurately.
4. Assists in the development and production of Science digital professional learning modules.
5. Works collaboratively with school leaders and the Science Supervisor to provide needed in-school professional learning.
7. Assists with analyzing national, state, and local assessment data as it relates to the school, to individual student achievement, and to the improvement of instruction in the area of Science.
8. Attends training sessions, as necessary, to stay current with Science content standards, instructional strategies, current research and professional literature.
9. Works collaboratively to lead professional learning for Science integration with other program areas.
10. Utilizes technology effectively to develop, support and conduct professional development.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________________

Signature of Supervisor ___________________________ Date ____________________