# JOB DESCRIPTION

**POSITION TITLE:** Secondary English/Language Arts (ELA) Professional Learning Specialist  
**JOB CODE:** 397E

**DIVISION:** Academic – Teaching & Learning  
**SALARY SCHEDULE:** Teacher

**DEPARTMENT:** Instruction & Innovative Practice  
**WORK DAYS:** 188

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

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Provides professional learning support to schools for ELA 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 secondary ELA teaching experience required; prefer experience at both Middle and High School 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 ELA 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 ELA Supervisor to develop and implement face to face and technology-based professional learning.
3. Demonstrates mastery of ELA content standards and the ability to communicate content accurately.
4. Assists in the development and production of ELA digital professional learning modules.
5. Works collaboratively with school leaders and the ELA 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 ELA.
8. Attends training sessions, as necessary, to stay current with ELA content standards, instructional strategies, current research and professional literature.
9. Works collaboratively to lead professional learning for ELA 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 _______________