



EMPLOYEE NAME: _____

Revised: 10/01; 3/07; 7/09; 10/12; 5/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, Professional Learning & Title IIA	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Instruction & Innovative Practice	WORK DAYS: 238
REPORTS TO: Director, Instruction and Innovative Practice	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership, technical assistance, resources, and consultative services to the Cobb County School District community in order to improve student learning through organizational development and professional learning.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia teaching certificate, minimum of L-5 Leadership certificate
3.	Experience: 5 years of experience in education required; documented leadership experience; planning, developing, implementing, and evaluating professional development
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience/ability, excellent interpersonal and teaching skills, ability to manage and direct multiple programs, knowledge of standards and effective practices in professional learning, ability to coordinate committee work to reach District goals, effective technology and budgeting skills

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.	Supervises, trains, hires, and evaluates support staff.
3.	Works with District and local school personnel to develop, implement and evaluate effective professional development.
4.	Collaborates with content Supervisors to plan professional learning opportunities for the District and schools, as needed.
5.	Develops, plans and implements large scale, District-wide professional learning events, employing project management skills and principles.
6.	Applies knowledge about adult learning to develop and implement structures that support adult learning and collaboration and articulates the vision, mission, and goals of high-quality professional learning to all stakeholders.
7.	Collects and analyzes multiple sources of data and uses them to identify improvement needs, inform decisions about school improvement planning and professional learning, and to monitor progress, and evaluates the implementation and impact of professional learning on teacher practices, continuous school improvement, and student learning.
8.	Coordinates the preparation of the District and local school professional learning plans, in compliance with the Georgia Department of Education and other entities.
9.	Develops and maintains budgets that align resources with data-based priorities.
10.	Promotes use of technology to support core system processes, communicate professional learning information

	to stakeholders, and offer differentiated professional learning experiences.
11.	Prepares and conducts presentations, trainings, and courses as needed and participates in professional growth to stay current with trends, issues, and research related to school improvement, professional learning, and emerging technologies that support District goals.
12.	Establishes, implements and perpetuates the use of common branding for CCSD professional learning opportunities, as well as a common evaluation system for all PL in the District.
13.	Facilitates and manages all aspects of Title IIA needs assessment, planning, programming and budgets.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____