



EMPLOYEE NAME: \_\_\_\_\_

Created: 4/15; 6/18; 8/22

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Professional Learning Specialist, K-12 Science  | <b>JOB CODE:</b> 397E                |
| <b>DIVISION:</b> Academic – Teaching & Learning  | <b>SALARY SCHEDULE:</b> Teacher      |
| <b>DEPARTMENT:</b> Instruction & Innovative Practice   | <b>WORKDAYS:</b> 187                 |
| <b>REPORTS TO:</b> Supervisor, Science   | <b>PAY GRADE:</b> CIT (4, 5, 6 or 7) |
| <b>FLSA:</b> Exempt  | <b>PAY FREQUENCY:</b> Monthly        |
| <b>PRIMARY FUNCTION:</b> Provides professional learning support to schools for science content and instructional strategies. |                                      |

**REQUIREMENTS:**

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|----|---|
| 1. | Educational Level: Bachelor’s degree required; Master’s 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:**

|     |   |
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| 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.   |
| 6.  | Models effective Science teaching strategies.   |
| 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 Title II, Part A allowable duties as assigned.   |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_