



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

Created: 4/15; 6/188/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Professional Learning Specialist, K-12 Social Studies	<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, Social Studies	<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 Social Studies content and instructional strategies.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree e required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 years Social Studies 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 Social Studies 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 Social Studies Supervisor to develop and implement face to face and technology-based professional learning.
3.	Demonstrates mastery of Social Studies content standards and the ability to communicate content accurately.
4.	Assists in the development and production of Social Studies digital professional learning modules.
5.	Works collaboratively with school leaders and the Social Studies Supervisor to provide needed in-school professional learning.
6.	Models effective Social Studies 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 Social Studies.
8.	Attends training sessions, as necessary, to stay current with Social Studies content standards, instructional strategies, current research and professional literature.
9.	Works collaboratively to lead professional learning for Social Studies 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 by appropriate administrator.

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

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