



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

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

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 years secondary mathematics teaching experience required; prefer experience at both Middle and High School levels, and experience providing professional learning, as a teacher, leader or mathematics coach
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong knowledge of mathematics 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 Mathematics Supervisor to develop and implement face to face and technology-based professional learning.
3.	Demonstrates mastery of mathematics content standards and the ability to communicate content accurately.
4.	Assists in the development and production of mathematics digital professional learning modules.
5.	Works collaboratively with school leaders and the Mathematics Supervisor to provide needed in-school professional learning.
6.	Models effective mathematics 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 mathematics.
8.	Attends training sessions, as necessary, to stay current with mathematics content standards, instructional strategies, current research and professional literature.
9.	Works collaboratively to lead professional learning for mathematics 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 _____