



**Shawnee Mission Schools
Strategic Plan 2019-20**

Summary Report

Plan 3:1:1

Develop a comprehensive, sustainable professional learning plan that fulfills individualized learning needs.

- *Create a district level position to coordinate professional development.*

Committee

Chair: Anthony Galindo, Professional Development Council Rep

Director of Human Resources

Building Administrator

Curriculum Coordinator

Director of Elem or Sec Services

HR Support Staff

Professional Development Council Representatives

- Elementary School Rep
- Middle School Rep
- High School Rep

SM NEA Rep

SPED Rep

Selection Process

The Committee Chair will initiate a lottery process to select committee members. Interested administrators, coordinators, and teacher representatives from the PDC, SM NEA, and SPED will submit their names for selection. Each group will be sorted by level and feeder pattern area to ensure representation across the district.

Timeline 2019-20

2019: Quarter 1

- Assemble Committee as outlined above.
- Review past job descriptions to develop Coordinator/Director of Professional Development position.
 - The Committee will:
 - Develop a rationale for a district level Professional Development Coordinator
 - Identify the key roles and responsibilities of the Professional Development Coordinator
 - Identify essential goals associated with the position
 - Determine metrics to evaluate the effectiveness of the Professional Development Coordinator
- Finalize job description.
- Submit position to Cabinet and Board of Education for approval.



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2019: Quarter 2

- Follow SMSD policies and procedures for posting and hiring. Post position December/January.

2020: Quarter 3

- Conduct interviews and secure candidate.
- Submit candidate to BOE for approval.

2020:

- Start date: July 1, 2020

PROGRESS REPORT



Meeting Date	Team Members	Actions
8/23/2019	Erin Smith Anthony Galindo	<ul style="list-style-type: none"> • Confirm Anthony Galindo as Committee Chair • Review the 2019-20 tasks for action items 3:1:1.
9/10/2019	Erin Smith Anthony Galindo	<ul style="list-style-type: none"> • Review the Summary Plans submitted • Develop working agenda for Committee • Anthony confirming committee members
9/23/2019	Anthony Galindo - Committee Chair Dr. Michael Schumacher - Director of Secondary Human Resources Kim Workman - Human Resources Staff Nancy Tynon - Building Administrator Kristen Zuck - Curriculum Coordinator Pam Lewis - Director of Elementary Services Brandi Newry - School Psychologist Crystal Albo - Professional Development Council Representative Bridget Farrell - Professional Development Council Representative Gina Halksworth - Professional Development Council Representative and NEA Representative	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ◦ Timeline ◦ Terms • Rationale and Essential Goals (small group) <ul style="list-style-type: none"> ◦ Working Doc • Key Roles and Responsibilities (small group) <ul style="list-style-type: none"> ◦ Job Description ◦ Outside Examples ◦ Working Doc • Metrics for Evaluation <ul style="list-style-type: none"> ◦ How will performance be measured for this position? ◦ Working Doc
9/27/2019	Erin Smith Anthony Galindo	<ul style="list-style-type: none"> • Anthony provided a debrief of the committee meeting on 9/23/2019.



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SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Director of Professional Learning		
Department	Leadership and Learning		
Reports To	Associate Superintendent of Leadership and Learning Associate Superintendent of Human Resources		
Revised By		Date(s) Revised	
Approved By		Date(s) Approved	

SUMMARY:

Under the supervision of the associate superintendent of leadership and learning and the associate superintendent of human resources, this position is responsible for coordinating and supervising the district's professional learning programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

The director of professional learning is responsible for the following:

- A. Supervising the professional learning program in conformity with the policies and procedures of the Board of Education, federal, state and local laws, regulations and mandates.
- B. Communicates district goals, objectives, policies and procedures to staff members, vendors, agencies and the community.
- C. Develops and supports attainment of district department goals with staff members.
- D. Promotes and supports collaboration amongst all district and department staff members serving as a resource for professional learning.
- E. Assists in professional learning policy development and implementation.
- F. Develops and submits the district's five-year professional learning plan to the Kansas State Department of Education.
- G. Initiates and supervises professional learning activities that support district strategic plan, technology initiatives and building improvement plans.
- H. Assesses district professional learning needs including obtaining employee input and providing for continued evaluation based on gathered information.
- I. Serves as a presenter of professional learning programs for staff at all levels of the organization including RTI and PLC leadership teams and committees.
- J. Provides support functions for professional learning activities including arranging facilities, outside consultant services and/or transportation.
- K. Collaborates with local, state and national staff development agencies as well as appropriate colleges and universities in developing and conducting professional learning activities.
- L. Submits annual in-service education and aid applications to the State Department of Education and is responsible for budgeting and record keeping related to this responsibility.
- M. Collaborates with the Leadership and Learning team to assess specific Title building professional learning needs and coordinates and/or facilitates in-service programs and activities to those buildings.
- N. Supports teachers new to the district or position by coordinating New Teacher Academy and the onsite Mentoring Program. Prepares and submits all reports to KSDE.
- O. Supervises and supports the district's Instructional Coaching Program PreK-12.
- P. Coordinates the Professional Development Council and learning plans for the district.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Possess or be eligible for teaching and district level Administrator License in the State of Kansas preferred.
- Previous experience as a school principal preferred.
- Successful experience in supervising personnel, managing resources, budgeting, program development, implementation and evaluation.
- Knowledge of principles and practices of public school education and professional learning and ability to apply them to the needs of the district.
- Ability to plan, organize and coordinate professional learning at the district level.
- Ability to direct and supervise others and develop effective working relationships with the staff, agencies and community.
- Doctorate preferred.

EDUCATION AND/OR EXPERIENCE:

- Doctorate preferred.
- Previous experience as a building level administrator.

LANGUAGE SKILLS:

Ability to read and interpret documents including the analysis of district assessment data. Ability to write routine reports and correspondence. Ability to communicate well, both verbally and in writing, with parents, patrons, staff and students. Ability to speak in front of large and/or small groups.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.