

Job Title:	Coordinator – Professional Learning
Grade Level/Terms of Employment:	Unified Pay Schedule, Grade 125/260 day
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Director of Curriculum & Instruction

General Description:

The Coordinator, Professional Learning will provide essential leadership within Richmond Public Schools (RPS) to ensure that teachers are well-supported through strategic curriculum-aligned professional learning. The Coordinator, Professional Learning ensures that teachers have effective ongoing support, through coaching and a high-impact professional development, to experience success in leading RPS students to high levels of learning. The Coordinator, Professional Learning will analyze multiple data sources to determine effectiveness of professional learning and evaluate the success of such programs.

Essential Duties and Responsibilities:

- Develops, coordinates and monitors division-wide professional learning programs in alignment with district curricula, goals and initiatives
- Implements professional learning opportunities through multiple delivery models including, formal structured workshops and digital platforms
- Establishes learning objectives and goals for staff development sessions and develops training outlines and timelines
- Analyzes and uses data to identify professional development needs and to evaluate, improve and report on program effectiveness
- Develops and implements a coaching model and assesses its effectiveness
- Creates and maintains a master calendar of professional development opportunities and events; publicizes and promotes professional development programs and opportunities using a broad range of methods and tools
- Manages all aspects and logistics of on-site professional development activities
- Maintains the recording and reporting of professional development hours and participation
- Demonstrates knowledge of current instructional research and instructional best practices focused on coaching and adult learning theories and models
- Establishes strong working relationships with school and division staff
- Ensures an equity and inclusion lens for all professional learning activities

Qualifications:

- Postgraduate Professional License with an endorsement in administration and supervision
- At least ten years' experience in education; including at least five years as a classroom teacher and three years in teacher leadership
- Experience coordinating and leading professional development for teachers and in designing programs for curriculum aligned professional learning
- Experience creating, facilitating and presenting professional development sessions to a variety of professional audiences
- Excellent oral and written communications, public relations skills

- Exceptional detail-orientation and strong organization skills
- Ability to work in a cooperative manner with a variety of groups, including teachers, administrators, and community representatives
- Demonstrated expertise with adult learning theory
- Ability to work both independently and cooperatively, exercise judgment and creativity, organize work teams, set priorities, manage initiatives and meet deadlines
- Strong analytical skills with the ability to develop processes to measure the success of professional learning preferred
- Demonstrated ability using data management systems to track and analyze data and present data-informed recommendations in oral and written formats preferred