



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICT PROFESSIONAL LEARNING COORDINATOR
(Teacher on Special Assignment – TOSA)

REPORTS TO: Manager of Teacher Induction & Professional Learning

CLASSIFICATION: Certificated

SITE: District Office

SALARY: 1.0 FTE

WORK YEAR: Teacher Work Calendar + 10 Days

APPROVED BY THE BOARD OF TRUSTEES: March 9, 2023

EFFECTIVE DATE: July 1, 2023

JOB ESSENTIAL FUNCTIONS:

Professional Learning Events

- Provide collaborative leadership in support and development of professional learning activities across the District in alignment with the instructional framework.
- Support the development and coordination of District Professional Learning events such as; New Teacher Orientation, New Teacher Support Program workshops throughout the school year, and District summer professional learning events in collaboration with the District Instructional Leadership Team.
- Support the coordination, planning, and facilitation of embedded District Professional Development Days.
- Work collaboratively with administration, instructional coaches, curriculum specialists, instructional lead team members, and District specialists to develop, monitor, and support District professional learning.

Supporting Teacher Instructional Leaders

- Provide support to site-based Professional Development (PD) Coordinators, MTSS Coordinators, instructional lead team members, and school leadership or professional development teams.
- Plan and facilitate council and workgroup meetings for PD, MTSS, and Instructional Lead Team members.
- Participate in the collaboration, development, and facilitation of professional learning opportunities for teachers in instructional leadership roles.
- Engage collaboratively with the Instructional Lead Team on activities that inform the refinement and implementation of the instructional framework.

Professional Learning Monitoring & Improvement

- Engage regularly in data collection and analysis for program development and improvement.
- Aggregate professional learning needs assessments; works with the Instructional Leadership

team to develop and facilitate professional learning sessions.

- Aggregate site and District-wide professional learning survey responses to refine and improve professional learning opportunities.

Engages in Professional Growth

- Engage in personal professional learning and growth to stay current on research-based best practices regarding pedagogy and instruction.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.
- The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD EQUITY VISION

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex,

religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.