



SAN MATEO UNION HIGH SCHOOL DISTRICT
CERTIFICATED JOB DESCRIPTION

JOB TITLE: **SCHOOL PROFESSIONAL DEVELOPMENT COORDINATOR**
(Teacher on Special Assignment – TOSA)

REPORTS TO: Principal or designee;
District Professional Development Coordinator

SITE: All School Sites

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar

SALARY: 0.4 FTE Certificated Salary Schedule plus \$2,000 Stipend for School Year
(Stipend will be pro-rated if the position is shared)

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE:

JOB ESSENTIAL FUNCTIONS:

1. Facilitates, with the site TOSA for Instructional Technology and Language and Literacy site coach, the planning and support of the site's professional development plan, including instruction, technology, and assessment as it relates to Common Core implementation.
2. Co-plans and co-coordinates school-site professional development days.
3. Oversees and monitors school professional development plan and budget, and aligns the school's activities to the District Professional Development, Instructional Technology Plans and relevant goals of the Single Plan for Student Achievement and District Local Control Accountability Plan.
4. Meets regularly with school leadership team and assesses school level professional development needs around instruction, technology and assessment.
5. Facilitates and coordinates school-level professional learning activities, including, but not limited to, structured teacher teams' collaboration and classroom observations and/or walkthroughs.
6. Provides and/or facilitates embedded professional learning to meet teachers' needs during the semester.
7. Attends and participates in the District Professional Development Council (monthly).
8. Attends (recommended) and participates at the District Instructional Council (monthly).
9. Attends District level trainings for building teacher leader capacity.
10. Shares new resources and professional development opportunities with site teachers.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

- Five years or more of experience teaching various courses at the secondary level.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy/curriculum & instruction.
- An understanding of and commitment to cultural proficiency.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

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.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.