

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## **CERTIFICATED JOB DESCRIPTION**

## JOB TITLE: SITE PROFESSIONAL DEVELOPMENT COORDINATOR (Teacher on Special Assignment – TOSA)

**REPORTS TO:**Principal or Designee;SITE:All School SitesDistrict Professional Development Coordinator

**CLASSIFICATION**: Certificated

WORK YEAR: Certificated Work Calendar

SALARY: .2 FTE Certificated Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** 

**EFFECTIVE DATE: JULY 1, 2020** 

#### **GENERAL DUTIES:**

- 1. Collaborate and plan with other site TOSAs and leadership to support the development of school site professional learning aligned to District and school site goals and instructional priorities (priorities as identified through MTSS, WASC, SPSA, LEAP)
  - Plan, coordinate and facilitate site-level professional learning activities (on-site PD days and throughout the year), including but not limited to: structured collaboration, faculty meetings, sharing of professional learning opportunities and resources, teacher participation in peer observations, embedded professional development, and development of effective professional learning teams.
  - Participate in the planning, development and implementation of District-wide professional development days.
  - Engage in a cycle of continuous improvement, actively seeking and acting upon feedback to adjust professional learning to meet participants' needs.
  - Develop a system in conjunction with site administration and TOSAs to monitor and assess both the needs and impact of professional learning as it relates to instruction.
- 2. Oversee and monitor school professional development plan and budget aligned to school and District goals in collaboration with site administration.
- 3. Work with leadership and administration to develop a monitoring and approval process for site-based professional development requests and calendaring.
- 4. Attend required TOSA leadership training and professional learning events coordinated at the site and District level.
- 5. Attend and participate in District Professional Development Council meetings and events.
- 6. Serve as a collaborative member of the Tier 1 site team to assist with the implementation of the Tier 1 site team plan.

# **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:**

## **Education/Training Experience**

- Minimum of five years of high school teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- An understanding of and commitment to culturally relevant pedagogy and teaching practices.
- An understanding of and effective strategies for formative assessment.

### **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.

# **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 <u>Nondiscrimination</u> in <u>Employment</u> 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.