

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COORDINATOR FOR PROFESSIONAL LEARNING

QUALIFICATIONS:

- * (1) Master's degree from an accredited educational institution in education or related field.
- * (2) Valid Florida certification in Education Leadership with three years of successful experience in education.
- * (3) Experience in developing and implementing professional learning related to performance responsibilities for instructional and support staff.
- * (4) Satisfactory criminal background check.
- * (5) Valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- * (1) Demonstrated ability to organize, task completion and decision making.
- * (2) Strong written and verbal communication skills.
- * (3) Demonstrated ability to collaborate with district and school-based staff.
- * (4) Ability to design, deliver, implement, and evaluate training activities.
- * (5) Ability to provide instructional coaching.
- * (6) Knowledge of research methods, statistical analysis

REPORTS TO:

Director of Teaching & Learning

JOB GOAL

The Professional Learning Coordinator is responsible for the development, implementation, and oversight of the District-Wide Professional Learning Plan. This role involves coordinating with various departments and stakeholders to ensure alignment with district goals, improving staff development, and supporting instructional quality across schools. The Coordinator will also manage Professional Learning Communities (PLCs), oversee the ERO system, and contribute to new teacher training and retention efforts.

SUPERVISES:

N/A

COORDINATOR FOR PROFESSIONAL LEARNING (Continued)

PERFORMANCE RESPONSIBILITIES:

Development and Oversight:

- Develop, monitor, and oversee the District-Wide Professional Learning Plan in compliance with Department of Education (DOE) requirements.
- Ensure alignment of the Professional Learning Plan with the District Strategic Plan, School Improvement Plans, and feedback from DOE instructional reviews, district teams, and staff surveys.
- Analyze quality of the professional learning plan to ensure strategic goal alignment.

School Improvement:

- Develop targeted professional learning initiatives in collaboration with school-based teams.
- Review, monitor and align Professional Learning plans with School Improvement Plans and DOE instructional reviews.

Staff Development:

- Facilitate the creation, implementation, and evaluation of professional development activities for teachers and support staff.
- Coordinate with Directors of Student Services and Exceptional Student Education (ESE) to align professional learning opportunities for support staff.
- Analyze the quality of training and make improvements as needed.

Professional Learning Communities (PLCs):

- Train administrators, PLC leads, teachers, and specialists on the effective implementation of PLCs.
- Regularly meet with district and school-based administrators to review and ensure cohesion in professional learning efforts.

ERO System Administration:

- Conduct final reviews of all course content requests from both district and school-based sources.
- Provide training and support to school contacts and curriculum Assistant Principals.
- Maintain accurate and comprehensive staff development records to document compliance with federal and state reporting requirements.
- Support the entry of professional learning data into the ERO system.

Clinical Educator Training:

- Ensure compliance with DOE certification standards for mentor training and provide necessary training for mentors.

COORDINATOR FOR PROFESSIONAL LEARNING (Continued)

- Establish and maintain lead mentors and standard competencies according to Florida Educator Accomplished Practices (FEAPs).

New Teacher Support:

- Collaborate with Human Resources Department to develop and conduct new teacher orientation.
- Support new teachers and their mentors throughout the year, focusing on retention and providing assistance as needed.

Emerging Leaders Training:

- Participate in and support various leadership training programs, including Flagler LEAD and NEFEC aspiring leaders programs.

Legislative and Accreditation Support:

- Participate in state training programs and courses to enhance departmental services.
- Contribute to the district's five-year accreditation process and renewal.

**Job Description Supplement Code:
Flagler Schools Strategic Framework – Teaching & Learning
Salary Lane: PAL4**

Approved 10/14/2024