



**Job Title:** Professional Development Lead (Supplemental Position)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

**Job Summary:**

- Serves as a teacher leader responsible for strengthening instructional practice through the design, coordination, and facilitation of high-quality professional learning.
- Ensures that professional development is aligned to district priorities, utilizes data-driven strategies, supports instructional coherence, and results in improved student outcomes.

**Essential Duties:**

**Professional Learning Design & Facilitation**

1. Plan, coordinate, and facilitate school-based professional development aligned to district priorities and school improvement goals.
2. Design learning experiences that are practical, job-embedded, and focused on improving classroom instruction.
3. Support the implementation of district initiatives, including #RiseWithReading, literacy expectations, and instructional frameworks.
4. Lead professional learning sessions during faculty meetings, workdays, and other designated times.
5. Ensure professional learning reflects best practices in adult learning and is differentiated to meet staff needs.

**Instructional Support & Capacity Building**

6. Work collaboratively with teachers, PLCs, and instructional leaders to strengthen instructional practices.
7. Support teachers in translating professional learning into classroom application.
8. Model effective instructional strategies when appropriate.
9. Assist in identifying areas of need based on student data and instructional trends.

**Data-Informed Improvement**

10. Use student performance data, observation trends, and feedback to guide professional learning priorities.
11. Monitor the impact of professional development on instructional practice and student outcomes.
12. Support teachers and teams in analyzing data to inform instruction and intervention strategies.

### **Collaboration & Communication**

13. Serve as a liaison between school administration and staff regarding professional learning priorities and needs.
14. Collaborate with instructional coaches, grade-level/department leaders, and district staff to ensure alignment.
15. Communicate professional development plans, expectations, and follow-up supports clearly to staff.

### **Culture of Continuous Improvement**

16. Promote a culture of reflective practice, collaboration, and professional growth.  
Support onboarding and development of new teachers through targeted professional learning and mentoring structures.
17. Encourage innovation and the sharing of effective instructional practices across the school.

### **Expectations**

1. Maintain regular job responsibilities while fulfilling supplemental duties.
2. Attend and lead required professional learning sessions and planning meetings.
3. Collaborate closely with administration to align professional development to school goals.
4. Uphold district policies, school procedures, and professional standards.
5. Perform additional related duties as assigned by the principal to support instructional improvement.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone

- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

