



**Job Title:** High School Professional Development Lead (Supplemental Assignment)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year 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 designing, coordinating, and supporting high-quality professional learning aligned to school goals, student achievement data, and the principal's vision.
- Ensures that professional development is purposeful, coherent, and responsive to staff needs, resulting in improved instructional practices and student outcomes.
- Provides positive and productive leadership aligned to the principal's vision, promotes a culture of continuous learning, and builds staff capacity through job-embedded professional learning, coaching, and collaboration.

**Essential Duties**

**Professional Learning Planning and Alignment**

1. Collaborate with administration to develop and implement the school's professional learning plan.
2. Ensure professional development is aligned to school goals, student data, and the principal's vision.
3. Use student achievement and teacher data to determine professional learning priorities and needs.
4. Provide support in developing schoolwide and department-level professional development plans.

**Professional Development Implementation**

1. Lead monthly professional development sessions that are relevant, engaging, and aligned to school priorities.
2. Plan, coordinate, and facilitate school-based professional learning sessions.
3. Manage logistics for in-house professional development, including materials, schedules, and resources.
4. Support staff in registering for district and external professional development opportunities.
5. Attend district professional development meetings and trainings and ensure communication and implementation of district initiatives.

**Instructional Support and Coaching**

1. Support implementation of instructional best practices and district initiatives.
2. Provide coaching, modeling, and follow-up support to ensure effective implementation of professional learning.

3. Collaborate with instructional coach, department chairs, and the MTSS Lead to ensure alignment and consistency across supports.
4. Promote instructional practices that improve student engagement and achievement.

### **Teacher Support and Development**

1. Coordinate onboarding and support for new teachers, including orientation and ongoing development.
2. Provide differentiated support based on teacher needs, including additional support for new and at-risk staff.
3. Promote a culture of continuous learning and professional growth among all staff.

### **Monitoring and Continuous Improvement**

1. Monitor effectiveness of professional development through feedback, observation, and student outcomes.
2. Adjust professional learning plans and sessions based on data and staff needs.
3. Maintain documentation of professional development activities and participation.

### **Collaboration and Communication**

1. Collaborate closely with administration, instructional coaches, department chairs, and support staff to ensure a coherent professional learning system.
2. Communicate clearly with staff regarding professional development opportunities, expectations, and schedules.
3. Collect and relay feedback to improve the quality and impact of professional learning.

### **Expectations**

1. Maintain full classroom responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, training, and planning sessions.
3. Collaborate closely with administration to align professional development with school improvement goals.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional related duties as assigned in support of staff development and student success.

### **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.***

