



## Columbia County School District Job Description

<b>Position Title:</b> Professional Learning Specialist		
<b>Department:</b> Department of Student Learning/Federal Programs	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Associate Superintendent in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Level L	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Associate Superintendent		

<b>MINIMUM QUALIFICATIONS</b>
Education: Post-secondary education and experience as an executive secretary in a corporate or educational setting required. Proficient in Microsoft Office and/or Google Docs, database and presentation development.
<b>GOAL</b>
To assist the Associate Superintendent and Title I Director in establishing and maintaining professional learning, the Teacher Leader Effectiveness (TLE) platform, federal program procedures, record keeping systems, bookkeeping procedures and written and oral communications for the office.
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assists with the integration of professional learning into the curriculum and teaching practices of the Columbia County School District.</li> <li>• Support and maintains the district Professional Learning Management System.</li> <li>• Assists the Title I Director in providing technical assistance to school-level administrators and bookkeepers on Title I and Title IIA programs.</li> <li>• Supports the schools and district with professional learning, Title I, Title IIA and media programs.</li> <li>• Assists with developing, maintaining, and managing strategies used within the school district to evaluate the level of effectiveness in meeting the instructional and professional learning needs of the district.</li> <li>• Prepares and maintains a wide variety of reference, presentation, policy, and administrative materials in both written and electronic formats (e.g. plans, budgets, funding requests, reports, analysis, recommendations, procedures) for the purpose of documenting activities, requests, and issues; providing audit references and meeting compliance requirements for Title I and Title IIA.</li> <li>• Participates in a variety of meetings as required (e.g. workshops, seminars, conferences) for the purpose of conveying and gathering information regarding the Teacher and Leader Effectiveness program, Title I, and Title IIA and a wide range of subjects required to carry out job responsibilities.</li> <li>• Assists the Title I Director to effectively communicate with vendors, principals, school district office personnel, and others to serve as a point of contact for Title I and Title IIA issues.</li> <li>• Assists the Associate Superintendent to effectively communicate with principals and Human Resource Department to serve as a point of contact for TKES/LKES platform issues.</li> <li>• Responds to a wide variety of inquiries from staff, school personnel, professional organizations, and others for the purpose of resolving issues, providing information, and/or referring to appropriate personnel.</li> <li>• Assists the Title I Director with the development of the annual Title I and Title IIA budgets to ensure funding supports the district’s needs assessment and federal program guidelines.</li> <li>• Works closely with the business department to support procedures to manage professional learning and Title I and Title IIA program budgets, contracts, and expenditures.</li> <li>• Maintains proper documentation of expenditures associated with professional learning, Title I and Title IIA grants (e.g. purchase orders, invoices, equipment inventories) in compliance with district, state and federal guidelines.</li> </ul>

- Ensures proper documentation for individual school and district-wide inventory of Title I and Title IIA fixed assets in coordination with the business department.
- Assists in the coordination of the Teacher-of-the-Year banquet and the annual summer learning conference.
- Performs other job-related duties as assigned.

#### **IMPORTANT NOTES**

#### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

#### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** March 2017