



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Director of Professional Learning	FLSA Status:	Exempt
Job Family:	Certified Administrative	Pay Range:	F
Prepared/Revised Date:	August 1, 2023	Job Code:	10432
		Days:	260

SUMMARY: Provide district vision and administrative leadership in the area of professional learning to support attainment of the PSD Vision, Mission, Ends, Strategic Plan priorities, and the Standards-Based Teaching and Learning Framework competencies. Coordinate, design, deliver, direct and evaluate district professional development programs for all employees based upon needs assessments and district/school priorities and initiatives. Collaborate with Cabinet, Career and Innovation, Curriculum & Instruction, Early Childhood, Human Resources, Language Culture and Equity, Student Services, Integrated Services and various other departments to ensure the development, implementation and monitoring of high quality ongoing professional learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Provide annual and long-range professional learning plans that operationalize the district vision in the area of professional learning to support ongoing implementation of PSD Vision, Mission, Ends, Strategic Plan priorities, and the Standards-Based Teaching and Learning Framework. Lead implementation of the annual and long-range professional learning plans through collaboration with department and school leadership teams.
2. Design, coordinate and evaluate ongoing professional learning services and/or consultation services in alignment with annual and long-range professional learning plans to improve student outcomes at each school in the district.
3. Provide on-site assistance to building administrators and staff in coordinating and delivering professional learning opportunities aligned to Strategic Plan priorities and the Standards-Based Teaching and Learning Framework.
4. Collaborate with Academic Cabinet to organize, design, and facilitate professional learning for central and school administrators.
5. Collaborate with all district departments and schools to organize, design, and facilitate professional learning for licensed and classified staff.
6. Coordinate major district-wide events such as Educator Orientation, Administrator Orientation, Summer Institute, and Leadership Retreats.
7. Collaborate with Human Resources to align onboarding, continuous growth, and evaluation strategies for instructional and administrative staff centrally and with schools.
8. Collaborate with district departments to organize and facilitate opportunities for district-based TOSAs to collaborate across departments and roles.
9. Develop, administer, monitor, and coordinate the district professional learning budget.
10. Attend work and arrive in a timely manner.
11. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in administration, curriculum and instruction, professional/organizational development, special education or related field.
- Five years of education related experience.
- Experience in group facilitation, planning, problem solving and other leadership activities.
- Demonstrated instructional leadership skills including: clear vision for a professional learning program, and proven ability to move to full implementation of an initiative.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator’s License.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of “best practices’ in staff development, training design and delivery and instructional leadership.
- Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, school improvement and integrating computers into instruction.
- Knowledge of current PSD vision, mission, Ends, and instructional priorities.
- Oral and written communication skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Knowledge of budget development and analysis.
- Ability to participate and work in a team environment.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Institutional Effectiveness Officer	
Direct reports:	Professional Learning Facilitators	3
	Classified Training Coordinator	1
	Department Tech II	1



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	