

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: DIRECTOR OF PROFESSIONAL LEARNING

GENERAL DESCRIPTION: The Director of Professional Learning shall serve as the district educational leader, be responsible for district committee management and leadership, and meet the statutory requirements, state administrative rules, and school district policy for professional learning services throughout the school district. This position serves as a teacher coach and administrative consultant to improve student learning and professional learning. The primary function is to provide professional learning services to teachers in the classroom, on professional learning teams and district committees, and on a larger scale school/district wide.

QUALIFICATIONS:

1. Advanced degree in Educational Administration or Related Field
2. Skills, competencies, and knowledge outlined in NH Administrative Rules Ed 306.16.
3. Professional development administrative experience or progressively responsible experience in related area(s)
4. NH certification or eligibility for certification
5. Experience and other qualifications as specified by the Superintendent

CLASSIFICATION: This position is designated as a certified administrative position and is part of the district management leadership team.

REPORTS TO: Superintendent, evaluation in accordance with School Board Policy

SUPERVISES: Not applicable

PERFORMANCE RESPONSIBILITIES:

MANAGEMENT OF PROFESSIONAL LEARNING

1. Develop, coordinate, and oversee district-wide professional learning program in alignment with district goals and initiatives.
2. Develop, coordinate, and oversee district events to celebrate the achievement of district goals and initiatives.
3. Develop district annual professional learning activities calendar in consultation with District Leadership Team.
4. Participate in the development of the district school calendar to insure adequate professional learning time.
5. Communicate the goals, plans, and progress of the district professional learning program.
6. Encourage school staff to participate in professional learning activities.
7. Establish strong working relationships with school and district staff.
8. Communicate available professional learning activities to school and district staff.
9. Develop and conduct district professional learning activities to meet the differentiated needs for schools and school staff.
10. Coordinate and oversee the district mentor teacher program and new teacher orientation program.

11. Consult with School Principals on the development of teacher improvement plans.
12. Assist teachers with the implementation of teacher improvement plans.
13. Assist teachers with certification using alternative paths per the NH Department of Education.
14. Work with District Leadership Team in the selection of external consultants.
15. Monitor external consultants for effective delivery of professional learning services.
16. Provide school staff with professional learning resources in the classroom and on the website.
17. Serve as the district liaison for and oversee on-site graduate course program.
18. Allocate resources to support professional learning program.
19. Plan, develop, and monitor budget for professional learning services and programs over the short and long term.
20. Write, manage, and evaluate grant funded programs (Title 2A) for professional development activities in compliance with funding guidelines.
21. Manage professional learning services using a clearly defined organizational framework and governance structure employing school and district team efforts to accomplish school and district goals.
22. Manage district professional learning services using strong educational leadership including a clearly defined decision-making process and effective management style of team building, consensus building, group decision making, delegation, and accountability.
23. Establish a procedure for studying and acting on staff complaints, criticisms, and concerns in the area of professional learning.
24. Implement federal, state, local, and district laws and regulations specifically in the area of professional learning activities.

DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

1. Coordinate and oversee the activities of the District Professional Development Committee.
2. Serve as the chairperson of the District Professional Development Committee.
3. Work with School PD Team to recommend the recertification of professional staff.

PROFESSIONAL LEARNING TEAM RESPONSIBILITIES

1. Work jointly with the District Leadership Team in assigning staff members to professional learning teams.
2. Work jointly with the District Leadership Team to develop annual learning plan exemplars to be used by professional learning teams.
3. Work with professional learning teams on the development of team meeting norms and in resolution of team conflict.
4. Work with professional learning teams on their team learning plans.
5. Provide technical assistance to professional learning teams in support of learning plan achievement.
6. Monitor the progress of professional learning teams and report periodically to the District Leadership Team and District Professional Development Committee.
7. Work with school and district data teams to receive student data in support of professional learning teams.

DISTRICT LEADERSHIP RESPONSIBILITIES

1. Model professional values, beliefs, and commitment to learning and personal growth.
2. Serve as the district expert on research-based professional learning activities.
3. Model professional learning by reading, attending conferences, participating in district trainings, working on professional committees, visiting other districts, and meeting with

professional educators.

4. Act as liaison to the NH Department of Education for professional learning activities and serve on state-level committees as requested.
5. Work with the District Leadership Team to develop and implement a district reform model for 21st century student outcomes for college and career ready students.
6. Work with the District Leadership Team on the development and implementation of district curriculum, instruction, and assessment guidelines to foster success for all students.
7. Facilitate and oversee the work of district curriculum, assessment, and instruction committees.
8. Use best practices in staff coaching and professional development to promote high standards of performance for all staff members.
9. Support school improvement planning and implementation.
10. Serve as an instructional coach to teachers and consultant to administrators.
11. Facilitate and promote the development of leadership capacity throughout the district to capitalize on the abilities and talents of school and district staff.
12. Facilitate communication and interaction with school and district staff to give and receive information, encourage, and recognize accomplishments.
13. Provide advice on collective bargaining and other personnel issues, policies, and practices relative to professional learning.
14. Assist with the development and implementation of school and district systems that effectively use evaluation, information, data collection, and data analysis to improve learning for all students.
15. Assist with the reporting and using of assessment results to inform the school community, develop school and district action plans, and modify school programs.

VISIONARY LEADERSHIP RESPONSIBILITIES

1. Facilitate processes and activities that create a shared district mission.
2. Facilitate school and district change using effective leadership, district-wide innovation, and systems thinking taking into consideration the needs of school staff and community.
3. Facilitate communication using an effective communication plan sharing the needs and successes of professional learning program, and addressing community perceptions and expectations.
4. Communicate effectively with school, town, state, colleges, businesses, and various constituencies to support professional learning programs and influence policy on local, state, and federal levels.
5. Acknowledge the contributions of the community in supporting professional learning activities.
6. Promote a culture in which the responsibilities and contributions of students, parents, school staff, and community are valued.

EQUITY RESPONSIBILITIES

1. Advocate for all school children.
2. Ensure that students and staff receive equal educational opportunities in an appropriate environment.
3. Interact with all individuals with consistency, fairness, dignity, and respect.
4. Foster a safe school climate addressing the diverse needs of students and staff.
5. Explain and defend district position and/or action in face of pressure and partisan influence before small and large groups.
6. Manage and lead with ethical principles, open discussion, and fairness.
7. Accept and share failure as well as success to encourage innovation and risk taking.

8. Admit error, reflect, and constructively react to disappointment and failure.

OTHER RESPONSIBILITIES

1. File monthly report with Superintendent and School Board.
2. Prepare an annual report as part of the Annual School District Report.
3. Attend School Board meetings as necessary.
4. Be a member of District Leadership Team.
5. Assume a leadership role in the activities of both school and district committees and task forces.
6. Communicate regularly with the Business Administrator about the professional learning budget and activities impacting the district finances.
7. Communicate with the Superintendent regularly about the needs, successes, and general operation of district professional learning program.
8. Participate in special projects as assigned by Superintendent.
9. Perform any other tasks or assumes such other responsibilities as the Superintendent may assign.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms, climb steps, stoop, kneel, or crouch. The employee is occasionally required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The employee may be exposed to hazardous materials, chemicals, and fuels on a limited basis. The noise level is that of a typical school office setting.

TERMS OF EMPLOYMENT:

1. 260 Days position
2. 8 Hours day, extended hours may be frequently required
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification as special education administrator
6. Valid driver's license
7. Administrative contract with salary and benefits defined by policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.