

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Online Professional Learning
Facilitator**

**Department: Instruction
(Professional Learning –
Central Services South)**

Date: June 2016

Reports to: Dir. Professional Learning

Grade: 501

Purpose of Job

The purpose of this position is to design, develop, and deliver online professional learning activities (PLA) to ensure the provision of high quality learning activities for all district employees (classified, certified and administrative), ensuring such are consistent with and supportive of the Clarksville-Montgomery County School System's vision and mission.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Designs, develops, and delivers online professional learning for certified, classified, and administrative staff.

Directly facilitates online professional learning activities or coordinates the facilitation of such activities for classified, certified, and administrative staff.

Provides daily operational oversight, input, and troubleshooting for online delivery systems and programs.

Videotapes district learning activities for online replication. Scripts content and edits video for appropriate inclusion in online activities.

Provides support and assistance to principals, assistant principals, department chairs, and other personnel regarding online professional learning activities for district instructional programs, certified staff in-service, classified staff training needs, and other CMCSS programs relevant to employee needs and requirements.

Promotes the use of a consistent instructional framework and research-based strategies in working with online course participants.

Observes and evaluates current professional learning activities and district training programs to determine transferability to online delivery. When appropriate, transfers content to online delivery.

Plans and conducts training for district professional developers on the design, development, and delivery of online professional learning and on technology application.

Models best practices in technology use. Provides feedback to district professional developers on ways to enhance or improve professional learning.

Evaluates online professional learning courses and activities, using the Plan, Do, Check, Act continuous improvement model to ensure timely and appropriate revisions and modifications are made to online courses.

Researches, reviews, evaluates, recommends, or selects appropriate professional learning materials for classified, certified, and administrative staff.

Conferences with professional staff to assess training needs and enhance the quality of online professional learning activities.

Seeks input from Curriculum Consulting Teachers and Academic Coaches regarding the development and delivery of online professional learning activities.

Regularly communicates and supports the work of Department Directors, Principals, and Human Resources staff as related to staff professional learning needs.

Troubleshoots programs regarding irregularities and functionality problems and communicates with the appropriate technology program manager or service provider to maintain program accuracy.

Coordinates efforts with the Director of Professional Learning, Professional Learning Facilitator, New Teacher Induction Coordinator and Technology Integration Coordinator on developing and implementing professional learning activities.

Coordinates efforts with PLAN Operators on course and class development to align with current procedures and protocols.

Ensures consistency of professional learning protocols, and coordinates with departments and staff for compliance.

Composes letters, forms, and reports that support online professional learning activities.

Assists in the development and implementation of related portions of the district's and the Department of Instruction's strategic work plan to include yearly goal setting, periodic monitoring, and evaluation and follow up.

Assists with the development and management of annual PD budgets.

Creates, deploys, and monitors completion of district-wide required Human Resources trainings for certified, classified, and administrative staff. Provides follow-up and support for non-compliant employees to ensure completion.

Engages in routine self-assessment to identify and improve skills that would lead to better quality products and service for professional learning. Actively seeks ways to learn the needed information or skill (online tutorials for editing, hands-on training with district videographer, etc.) with little supervision or direction.

Participates in regular professional learning to improve knowledge and skills and to build instructional capacity.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education required. Minimum of five years successful classroom teaching experience. Technology training/online learning experience required. ICT or other technology certification preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to job duties. Has working knowledge of Professional Development practices and terminology, principles, and methods utilized within the department as necessary to complete daily responsibilities. Is able to assist in promoting departmental and work section effectiveness and efficiency and to keep abreast of changes in policy, methods, computer operations, equipment needs, etc. as they pertain to work activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret,

and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable of and proficient with computers. Is able to read, understand, and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as copiers, computers, printers, telephones, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the Professional Development Center. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the operations of the Professional Development Center.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with emergencies situations related to the operations of the Professional Development Center.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date