

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

**Job Title: Professional Learning
Facilitator**

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

Date: June 2016

Grade: 501

**Reports to: Dir. Professional
Learning**

Purpose of Job

The purpose of this position is to assist substantially and effectively in meeting requirements associated with the development, production, location, resourcing and/or delivery of classified and certified professional development programs, providing high quality training opportunities for all District employees (classified, certified and administrative), which are consistent with and supportive of the Clarksville-Montgomery County School System's vision and mission.

Major areas of responsibility include the management of the Professional Learning Center and supervision of center staff, consisting of the Administrative Assistant for the district's professional learning management system for registration and record keeping of certificated staff's professional learning activities and the Administrative Assistant for the district's professional learning management system for registration and record keeping of classified staffs' professional learning activities.

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.

Serves as Building Manager for Central Services South oversees the day-to-day work of the complex's custodial staff and part time Professional Learning Center Staff.

Conducts professional learning functions related to the design, development, delivery and monitoring of research-based, technically sound, and operationally feasible certified, classified, and administrative professional learning programs, to include but not limited to: curriculum, leadership development, technology upgrades/expansion, new programs, skill-building programs, site-based training, and in-service 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.

Manages operations of Central Services South to include scheduling, capital project planning, maintenance, safety and security and internal communications, and requests for building use by outside entities in support of the Professional Learning Center, Related Services, Textbook Processing, Warehouse and JROTC activities.

Manages the Professional Learning Center, supervising Center Staff, which consists of the Classified Staff Administrative Assistant and the Professional Learning Activities Network Administrative Assistant.

Coordinates with appropriate providers and district staff for the design, development, implementation and management of the district's professional learning management system's Professional Learning Activities Network (PLAN) to ensure employee in-processing, ease of course registration, course tracking and official transcripts, profile management, professional learning feedback, demographics and trending.

Coordinates logistics and resources with instructional staff and appropriate providers to plan and allocate the use of facilities for training and resources required for efficient and effective delivery of professional learning activities.

Coordinates participation in professional learning activities with local private schools designated as eligible for services through federal programs.

Facilitates development and implementation of district's leadership development programs.

Evaluates professional learning activities to enhance effectiveness and efficiency of services and manages data to support decision making related to professional learning activities.

Maintains the professional development website, ensuring the posting of accurate and up-to-date resource and training information.

Assists with the development and management of annual PD budgets.

Prepares and delivers reports related to the district's professional learning activities and makes recommendations regarding district needs.

Maintains knowledge of and compliance with regulatory/legal requirements and policies related to professional learning and in-service requirements, assisting staff in the interpretation and implementation of applicable requirements.

Serves as a resource for department directors and principals regarding professional learning needs, as well as in the design, development, and/or delivery of professional learning, investigating proposed professional learning programs, projects, or procedures, for input into the decision making process.

Keeps abreast of the latest innovative professional learning techniques to provide the district with the highest quality professional learning activities.

Handles all personal/professional interactions tactfully, ethically, and professionally, through respectful interaction with senior leadership, supervisors, co-workers, and staff.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Masters Degree required. Management, supervisory and/administrative experience in school setting preferred. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions. Experience preferred.

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

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten 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 and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling, and grammar. 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 relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

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 add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

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

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

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

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

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

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).

KNOWLEDGE OF JOB

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees.

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.

Employees Signature

Supervisor's Signature

Date

Date