

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Professional Learning Coordinator
for Classified Employees
(ESSER 3.0 Funded)

Department: Instruction (Professional
Learning-CSS)

Date: December 2021

Reports to: Director of Professional Learning

Grade: 501

Calendar: 12 months

Purpose of Job

The purpose of this position is to coordinate the development, production, location, resourcing, and delivery of classified professional learning programs. This position will provide high quality training opportunities for district classified employees, with a focus on educational assistants, bus drivers, administrative office assistants, and accounting technicians. Both in person and virtual learning opportunities will be provided and accessible to classified employee groups and will be developed 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.

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

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

Coordinates onboarding and orientation activities for identified classified employee groups.

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

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

Supports the creation, deployment, and completion of district-wide required Human Resources trainings for classified staff. Provides follow-up and support for non-compliant employees to ensure completion.

Develops and delivers both synchronous and asynchronous online learning for classified employees utilizing tools such as PLAN, Articulate, Moodle, Canvas, Google Classroom, Camtasia, and Vimeo following best practices for adult learning.

Develops and delivers in-person learning opportunities for classified employees while modeling highly engaging instructional strategies following best practices for adult learning.

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

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

Supports maintenance of the professional learning website, ensuring the posting of accurate and up-to-date resource and training information for classified employees.

Serves as a resource for classified employee supervisors regarding classified 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 preferred. 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.

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 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 perform 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).

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

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date