Position Description

Position: Professional Learning Community Implementation Specialist

Salary Grade: Core Certificated Salary Schedule 1

Board Approved: 5/1/18

FLSA: Exempt

Summary

Under the direction of a site principal, principal’s designee or other appropriate administrator, plan, implement, monitor and assess a classroom instructional program.

Essential Duties and Responsibilities

- Meet weekly with PLC team
- Monitor participation of the PLC (i.e. revisit norms, active participation of all participants, etc…)
- Be responsible for facilitation of effective PLC meetings (revisit norms) and documentation of the work carried out by the team.
- Researches, plans and develops a scope and sequence of skills and practices to guide schools at the emerging, operational and optimizing level of implementation of collaboration structures, practices and use of data.
- Completes regular school site visits to support schools in the implementation and growth of PLC targeting collaboration, assessment and data practices.
- Coordinate with the Information and Education Technology and Assessment and Accountability departments on the construction of data reports for use in PLCs and to monitor the effectiveness of PLCs.
- Deliver Professional Development designed and approved in conjunction with Curriculum and Instruction department.
- Monitor the key performance indicators of the PLC initiative and department and adjust actions to achieve intended results.
- Provide direct services to Professional Learning Communities school leadership teams and staff by making on-site visits and telephone calls on a regular basis.
- Conducts evaluations of participating Professional Learning Communities schools by collecting and analyzing performance data.

Qualifications

- **Knowledge and Skills**
  - An understanding of the Professional Learning Communities model for school improvement.
  - Knowledge and understanding of current research-based instructional and assessment practices and methodologies is required.
  - Presentation experience with adult audiences both small and large is required.

- **Abilities**
  - The ability to develop training materials, gather and report research data and program evaluation projects is required.
  - The ability to express complex ideas clearly and concisely in writing.
  - The ability to speak effectively to large and small groups is required including the ability to utilize training methods that will actively engage adult learners.
The ability to develop knowledge of, respect for and skills to engage with those of other cultures or backgrounds is required.

- **Physical Abilities**
  - Lift, carry, push and/or pull items with a strength factor of medium work.
  - Hear and speak to exchange information in person or on the telephone.
  - See to read a variety of materials.
  - Possess dexterity of hands and fingers to operate a computer keyboard.
  - Stand or walk.
  - Bend at the waist, kneel or crouch to file materials.
  - Sit or stand for extended periods of time.
  - Reach above shoulders to file materials.
  - Climb a stool/ladder.

- **Education and Experience**
  Bachelor’s degree, including courses needed to meet credential requirements and student teaching classroom experience.

- **Licenses and Certificates**
  Valid California Teaching Credential, valid English Language Learner Authorization required. Assignments in this class may be full-time or part time. A current California driver’s license and proof of insurance are required.

- **Working Conditions**
  The working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

  **HAZARDS:**
  None identified.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.