

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Professional Learning	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
POSITION CODE:	9740	WORK YEAR:	12 Months
DEPARTMENT:	Academic Office	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Assistant Superintendent Curriculum and Instruction	CABINET APPROVAL:	10-24-17

BASIC FUNCTION:

Accountable for improving student achievement for all students in providing effective leadership in professional learning and capacity building for classified, certificated, and management staff. The director is responsible for developing, coordinating, and presenting innovative professional learning programs and sessions to facilitate the achievement of organizational goals. The director consults with and advises administrators regarding the design of professional learning programs; establishes learning objectives; develops and/or supports the development of materials; and coaches employees. The director monitors, assesses, and evaluates the quality and impact of professional learning; ensures that professional learning is aligned with state and national professional learning standards and research on adult learning and advances the organizational vision and mission; supervises the translation of the District’s educational philosophy, goals, and objectives into active terms that directly benefit each individual student; and evaluates the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

REPRESENTATIVE DUTIES:

Consult with administrators, teachers, and other division employees to determine current and anticipated professional learning needs, learning objectives, and goals for professional learning sessions. **E**

Serve as a resource to District departments and schools; and advise/support Instructional Assistant Superintendents and Principals with developing professional learning plans and programs; ensure that professional learning plans are aligned with identified needs, content standards as applicable, current research, best practice, and state and federal requirements. **E**

Coordinate the development of professional learning outlines, modules, and timelines; support staff in determining the most appropriate instructional methods utilizing knowledge of specified professional learning needs, applicability, and effectiveness, e.g., individual coaching, large and small group instruction, lectures, interactive learning, and transfer techniques including virtual and face-to face methods. **E**

Advise staff in the selection or development of appropriate professional learning materials such as handouts, handbooks, demonstration models, multimedia visual aids, and reference works. **E**

Market and encourage participation in upcoming professional learning initiatives and activities. **E**

Schedule professional learning sessions, develop registration procedures, ensure facilities are identified, provide appropriate notification to employees, and coordinate other practical elements involved with planning professional learning activities. **E**

As applicable, design and present professional learning sessions to different employee groups covering specific areas, such as leadership development, instructional best practices, and school improvement initiatives. **E**

Coach and support employees with developing their skills and improving job performance. **E**

Assess the success of each professional learning session and series, study follow-up evaluations, prepare related reports, and recommend improvements. **E**

Assist with advising employees on re-licensure guidelines and arranges, through human resources, for re-licensure points for those employees attending professional development activities. **E**

Monitor and oversee agreements for services provided by external service provider on a regular or as needed basis; evaluate, assess, and screen for quality of external partner performance and report on findings. **E**

Serve as a resource to teachers, administrators, and other staff to identify and access professional literature and professional learning materials and opportunities. **E**

Inform and advise employees about the division's salary advancement program and other professional learning benefits. **E**

Oversee the maintenance of a database containing records of professional learning initiatives. **E**

Evaluate the department's programs and services. **E**

Develop, interpret, and administer policies and procedures as it relates to professional learning. **E**

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; attend and/or conduct a variety of meetings and prepare agendas; and prepare a variety of correspondence. **E**

Ensure compliance with various laws and regulations; plan, organize, and implement strategic long and short-term programs and activities designed to enhance assigned programs and services to provide students access to high quality learning options and a variety of activities. **E**

Develop and prepare the annual budget for professional learning; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Provide a positive climate of interaction and communication; resolve issues and conflicts and exchange information; ensure proper implementation and clear communication; and models nondiscriminatory practices and District's standards of ethics and professionalism in all activities. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with diverse communities. **E**

Perform related duties consistent with the scope and intent of the position. **E**

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelors' degree and four years increasingly responsible supervisory and management experience with a minimum of four years of increasingly responsible and certificated experience in school improvement, teacher and administrator leadership, and the development of professional learning programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile; and Administrative Services Credential.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and practices of administration, supervision, and professional learning.
Planning, organization, and evaluation of professional learning.
School improvement and professional learning initiatives.
School management, practices, supervision, development, and training.
Educational programs, curriculum and instruction, and learning of students K-12.
Instructional programs at all levels.
Utilizing data and assessment results to plan, monitor, and assess professional learning.
District curriculum and state and national standards for professional learning.
California Standards for the Teaching Profession (CSTP).
California Professional Standards for Education Leaders (CPSEL) Standards.
District's Local Control Accountability Plan (LCAP).
Current research and best practices regarding adult learning and professional learning methods and models.
State and federally identified school improvement models and requirements.
Finance, budget development, and implementation of special state and federal grants.
Budget preparation and control.
Support services, delivery systems, and Title I guidelines and compliance regulations.
Applicable laws, codes, regulations, policies and procedures.
Urban schools and issues affecting the welfare of English Learners and students with disabilities.
Labor relations law and employee and union contracts.
District organization, operations, policies objectives and goals.

ABILITY TO:

Plan, organize, administer, and improve the District's professional learning system.
Teach and lead adults in a school-based setting and provide feedback to educators.
Demonstrate success in developing and implementing high-quality professional learning models.
Facilitate the development, enhancement, and improvement of curriculum and instructional programs.
Implement management strategies based on evaluation data.
Analyze statistical data for trends and develop strategies for improvement.
Assure compliance with District content standards and CSTP.
Recognize political and priority implications in developing, implementing programs, and strategies.
Ability to translate theory into action.
Analyze situations accurately and adopt an effective course of action.
Perform with effective decision-making and accountability for results.
Communicate effectively, both orally and in writing.
Utilize interpersonal skills using tact, patience, and courtesy.
Establish and maintain effective working relationships with District staff and administrators, outside agencies, and the diverse stakeholders.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Exhibit loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.

Negotiate skillfully in difficult situations and create solutions to promote compromise.
 Attend District program meetings which may be held at different sites.
 Plan and organize work to meet schedules and deadlines.
 Prepare comprehensive narrative and statistical reports.
 Interpret, apply, and explain rules, regulations, policies, and procedures.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related software.
 Meet the State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date