

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES JOB

DESCRIPTION

POSITION TITLE: **Professional Learning Coordinator**

DEPARTMENT/PROGRAM AREA: Professional Development

IMMEDIATE SUPERVISOR: Special Education Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

Support in the full development, implementation and facilitation for professional learning. Can include but not limited to the Alternative Teacher Licensure Program and the Teacher, Specialized Service Provider, Principal and or the Superintendent Induction Program.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Master's degree with course work related to specific job responsibilities, preferred
2. Proficient public speaker
3. Ability to communicate with a wide variety of stakeholders
4. Excellent organization skills and attention to detail as well as self-motivation to carry out assigned responsibilities
5. Such alternatives to the above qualification as may be acceptable to supervisor

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Alternative Licensure facilitation includes weekly Alternative Licensure Classes, Quarterly Classroom Observations, Participation in the CDE monthly Alternative Licensure meeting, Attendance at the Mandatory Annual Alternative Licensure State Gathering, Completion of Required State and Federal Reporting, updates and information on the SLV BOCES website and the Facilitation of a 1-2 Day Teacher Academy in August

2. Induction Program facilitation includes initial program meetings with induction participants, orientation meetings, collection and review of required paperwork, set up and weekly monitoring of the online courses inductees participate in and complete, issuing induction completion certificates, support to the mentors and completion of required state reporting and updates and information on the SLV BOCES website.

3. Facilitate the development and implementation of Professional Learning Communities for K-3 teachers in literacy and school principals in leadership development.

IV. EVALUATION PROCEDURES

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the San Luis Valley BOCES's Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, number of contracted days (work year), applicable benefits and position assignment of the employee.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval Date _____