

North Georgia RESA

Job Description

Position Title: Director of Professional Learning

Reports To: Executive Director

Primary Function: To provide technical assistance and support to member districts through professional learning, endorsement opportunities, content area support, and school improvement services.

Requirements:

- Education Level: Master's Degree or higher
- Certification/license requirement: T-5 or higher
- Proficiency Skills: Excellent written and oral language skills, leadership, organization, data analysis, computer skills, must be comfortable working with adults, public relations, and personable
- Must be self-motivated and able to work independently and/or collaboratively with other consultants

Essential Duties

- Provide on-going support to member school systems through quality professional learning
- Broker services with other RESA agencies and/or contract services when necessary
- Manage and scale endorsement offerings as necessary
- Oversee endorsement faculty and conduct yearly evaluations
- Work collaboratively with other Professional Learning Directors statewide
- Attend all state and local meetings as required
- Maintain effective working relationships with all district personnel
- Keep abreast of all certification rules and requirements as they relate to professional learning and re-certification
- Work collaboratively with all RESA consultants to provide on-going training opportunities at the local RESA and off-site, as requested
- Manage all aspects of the ELA programming
- Coordinate GATAPP
- Perform all other duties and responsibilities as assigned by the Executive Director