



Executive Director, Professional Learning

Reports to: Chief of Schools and Leadership

Structure/Grade: 134

Division: Schools and Leadership

Workdays: 246

Position Summary

Directs, develops, coordinates, implements, and monitors programs, policies, and procedures relative to the provision of professional learning opportunities, leadership development initiatives, and supporting strategic improvement priorities in alignment with the DeKalb County School District's Strategic Plan.

Essential Job Duties

- Assists in the development and supervision relative to the planning, development, delivery, and evaluation of programs and course segments and implements procedures attendant to the school system's comprehensive menu of professional learning opportunities for school district personnel.
- Collaborates with other administrators within and external to the school system to identify effective and appropriate work-specific professional learning opportunities, which are designed to enhance the effectiveness of all personnel; coordinates the initiatives of the department with the overall needs and goals of the school system.
- Coordinates planning, implementation, and evaluation of professional learning activities.
- Directs all aspects of the daily operations of the departments of Professional Learning and Leadership Development, as well as supporting the district's strategic improvement priorities and planning; provides overall supervision to personnel assigned to the departments and areas.
- Directs goal-centric budget planning, allocation of funds for professional learning, leadership development, and management of internal and external customers, and facilitation of district, state, and federal policies, procedures, and guidelines.
- Collaborates, participates and facilitates planning meetings with department, district, school-based personnel, and external stakeholders in support of professional learning initiatives/programs.
- Design and implement effective professional development opportunities that improve staff capacity and assess the effectiveness of these programs to ensure continuous growth.
- Collaborate with school and central office leaders to evaluate the professional learning requirements of both instructional and non-instructional staff.
- Directs, organizes, implements, and administers special projects.
- Ensures the utilization of technology in the teaching and learning process along with professional learning.
- Directs, assists, and monitors the development of annual budgets; monitors local spending; reviews and approves requisitions; reports expenditures.
- Collaborates with other departments to increase student achievement and ensure data accuracy by facilitating evaluation of district and school-level professional development impact on teacher effectiveness and academic achievement.
- Utilizes feedback from research, surveys, and evaluations to improve employee and district capacity for academic growth by tracking and processing professional learning requests at both school and district levels.
- Supports the facilitation of district-wide implementation and monitoring of summer professional learning programs for district and school-based staff.
- Performs other duties as assigned.



Qualifications

- Master's degree in Education, Education Administration, Training and Development, or a closely related area is required.
- Minimum seven (7) years of previous experience with demonstrated successful advancement through the training and development and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required for persons who have current school administration experience and no previous training and development or human resources management experience at the time of hire. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership. Prefer the American Society for Training and Development (ASTD) or International Society for Performance Improvement (ISPI) certification.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures; the organization of specific assigned areas; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements; effective training and delivery models for adult learners; and linkage between student achievement and position-embedded professional learning
- Skill in coordinating and collaborating with federal, state, regional, and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training, and motivating employees; effective oral, written, and interpersonal communication; data analysis; and group facilitation techniques.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop a course of study suitable for adult learners; develop and implement a comprehensive plan; demonstrate sufficient physical stamina to deliver training programs; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 11/01/2024