



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Professional Development Leadership & Content Coordinator
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8881
<b>Reports to:</b>	Director of Professional Development
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Professional Development Leadership and Content Coordinator will lead, support, and develop effective learning and teaching systems and supports for teachers and leaders. In this position, you will lead and support the design of teacher professional development and professional learning content initiatives (approximately 50% of the time) and lead and support leadership development programming in the district (example: Administration Induction Program, Teacher Induction Program) (approximately 50% of the time) by creating the systems and enabling conditions that provide targeted adult professional learning that develops and/or supports both pedagogy and andragogy.

This position will focus exclusively on the continuum of how to teach and lead that impact learning, and work to develop a strong scope and sequence of pedagogical programming that provides tiered supports and resources to all staff.

**Essential Functions:**

- Lead and support Administration and Teacher Induction programming and initiatives
- Support and implement the pedagogical vision of teaching and learning through development of adult professional learning supports
- Provide targeted teaching, learning and supports to new and veteran teachers and leaders
- Develop a continuum of knowledge, skills, experiences and mindsets that will prepare teachers and leaders for outstanding student outcomes
- Prepare materials for professional development/coaching sessions
- Lead high quality pedagogical PD in a sequential and developmental manner
- Develop a high-quality implementation and evaluation metric to monitor the growth of content and leadership pedagogy
- Schedule and maintain professional development sessions for teachers and leaders
- Collaborate with other leaders, departments, and/or organizations to ensure teaching and learning fidelity
- Provide reports on professional development progress and evaluation of professional development quality
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must be inspired by our mission steeped in equity and motivated to unleash children's potential
- Strong collaboration, communication, and problem-solving skills
- Comfortable in a community of continuous learning



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- Possess a reflective mindset and be open to the organizational change management unit that works relentlessly to improve outcomes and service with and for schools
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- Ability to lead and be led to ensure continuous professional learning is implemented with fidelity throughout our schools
- Must be flexible and results oriented
- Solid understanding of leadership development trends and best practices
- Skilled relationship builder with ability to manage relationships
- Track record of curriculum design for diverse stakeholders

**Experience:**

- At least 5 years significant experience in designing and facilitating adult professional learning
- Experienced and skilled in training and facilitation with large and small groups, with a strong and inviting presence
- Coaching experience a plus

**Education:**

- Master's Degree in Education, Curriculum, or a related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

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Employee

Date

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Immediate Supervisor

Date

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Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***